

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088765

Vendor Name: Phi Theta Kappa Society

Invoice Number: 040218

Invoice Date: 04/02/18

PO Number:

Check Number: 0237250

Check Amount: \$ 520.00

Check Date: 07/11/2018

Department ID: 12691

Reviewer Name:

Voucher Number: V0518327

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 4/2/2018
Vendor ID: 1088765

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	12691	2900099	Funds Held in Custody of Othr	\$ 520.00

Grand Total

\$ 520.00

AP VERIFIED
07/09/18 - BETHANY CRUSE

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approval indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Phi Theta Kappa
Attn: Stephanie Spann; ICCB; 401 East
Capitol Avenue; Springfield, IL 62701-
Payee Address: 1711

Other
Instructions:

Description on Check:

Payment for 8 guests for the All-Illinois Banquet in Springfield to recognize our nominees to the All-IL Academic Team

Approvals:

Prepared By: Shannon Hernandez
Signature: Shannon Hernandez
Payment Due: 4/13/2018
Board Approved Date: _____

Approved By: Chuck Steele Date: 4/5/18
Signature: Chuck Steele
Approved By: _____ Date: _____
Signature: _____
Approved By Division VP: _____ Date: _____
Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

Hernandez, Shannon

From: Susan.Drone@illinois.gov
Sent: Wednesday, March 14, 2018 10:19 AM
To: Hernandez, Shannon
Subject: PTK Invoice & Confirmation

INVOICE for registration for the Phi Theta Kappa (PTK) Banquet and Recognition Ceremony Please print this email and include with your payment.

Registration Information:

Name: Chuck Steele
Attendee Type: College Administrator or Staff
College: College of DuPage
Email: hernan@cod.edu
Phone: 630-942-3054
Address: 425 Fawell Blvd
Glen Ellyn, IL 60137

Guest 1

Guest 2

Guest 3

Guest 4

Total Owed \$65

>

SAD Attendance: N

Thank you for registering for the Phi Theta Kappa (PTK) Banquet and Recognition Ceremony Any questions please contact Susan Drone, 217-785-0028 or email susan.drone@illinois.gov.

In order to receive a full refund, cancellations must be made before Thursday, April 5th, 2018 at 5:00pm.

Checks may be made payable to Phi Theta Kappa.

Mail To: Attn: Phi Theta Kappa

Stephanie Spann

Illinois Community College Board

401 East Capitol Avenue

Springfield, IL 62701-1711

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.

Hernandez, Shannon

From: Susan.Drone@illinois.gov
Sent: Tuesday, March 20, 2018 3:10 PM
To: Hernandez, Shannon
Subject: PTK Invoice & Confirmation

INVOICE for registration for the Phi Theta Kappa (PTK) Banquet and Recognition Ceremony Please print this email and include with your payment.

-----**Registration Information:**

Name: Elaine Arndt
Attendee Type: Other
College: College of DuPage
Email: hernan@cod.edu
Phone: 630-942-3054
Address: 425 Fawell Blvd
Glen Ellyn, IL 60137

Guest 1

Guest 2

Guest 3

Guest 4

Total Owed \$65

>

SAD Attendance: N

Thank you for registering for the Phi Theta Kappa (PTK) Banquet and Recognition Ceremony Any questions please contact Susan Drone, 217-785-0028 or email susan.drone@illinois.gov.

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**Checks may be made payable to Phi Theta Kappa.
Mail To: Attn: Phi Theta Kappa
Stephanie Spann
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701-1711**

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Hernandez, Shannon

From: Susan.Drone@illinois.gov
Sent: Wednesday, March 14, 2018 10:16 AM
To: Hernandez, Shannon
Subject: PTK Invoice & Confirmation

INVOICE for registration for the Phi Theta Kappa (PTK) Banquet and Recognition Ceremony Please print this email and include with your payment.

-----**Registration Information:**

Name: Deyna Parvanova
Attendee Type: All-Illinois Academic Team Member
College: College of DuPage
Email: hernan@cod.edu
Phone: 630-942-3054
Address: 425 Fawell Blvd
Glen Ellyn, IL 60137
Guest 1 Boyana Parvanova
Guest 2 Miroslav Parvanova
Guest 3
Guest 4
Total Owed \$195
>
SAD Attendance: N

Thank you for registering for the Phi Theta Kappa (PTK) Banquet and Recognition Ceremony Any questions please contact Susan Drone, 217-785-0028 or email susan.drone@illinois.gov.

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Stephanie Spann
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Springfield, IL 62701-1711**

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Hernandez, Shannon

From: Susan.Drone@illinois.gov
Sent: Wednesday, March 14, 2018 10:18 AM
To: Hernandez, Shannon
Subject: PTK Invoice & Confirmation

INVOICE for registration for the Phi Theta Kappa (PTK) Banquet and Recognition Ceremony Please print this email and include with your payment.

-----**Registration Information:**

Name: Alex Cowell
Attendee Type: All-Illinois Academic Team Member
College: College of DuPage
Email: hernan@cod.edu
Phone: 630-942-3054
Address: 425 Fawell Blvd
 Glen Ellyn, IL 60137
Guest 1 Michelle Cowell
Guest 2 Rick Malina
Guest 3
Guest 4
Total Owed \$195
 >
SAD Attendance: N

Thank you for registering for the Phi Theta Kappa (PTK) Banquet and Recognition Ceremony Any questions please contact Susan Drone; 217-785-0028 or email susan.drone@illinois.gov.

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Stephanie Spann
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