

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0000003

Vendor Name: College of DuPage

Invoice Number: PETTYCASH063018B

Invoice Date: 06/30/18

PO Number:

Check Number: 0237315

Check Amount: \$ 39.98

Check Date: 07/18/2018

Department ID: 17800

Reviewer Name:

Voucher Number: V0519297

Redaction Type: None

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

Document Below

PLEASE PROCESS  
IN FY2018

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

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: 06/30/18  
Vendor ID: 0000003

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descr.	Amount
		05	60	17800	5401001	Office Supplies	\$ 39.98

Grand Total \$ 39.98

**AP VERIFIED**

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 approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: College of DuPage/Petty Cash Fund

Other Instructions: Please send check to The Cashier's Office BIC2424

Payee Address: 425 Fawell Blvd, Glen Ellyn, IL 60137

Description on Check:

description: Petty Cash Reimbursement

Approvals:

Prepared By: Karen F. Pipal

REVIEWED  
Approved By: M. RESNICK

Date: 07/05/18

Signature: [Signature]

Signature: [Signature]

Payment Due: 7/3/2018

Approved By: [Signature]

Date: 7/5/18

Board Approved Date:

Signature: [Signature]

Approved By Division VP:

Date:

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

07.05.18

0.334



Bolingbrook #1088  
830 East Boughton Rd  
Bolingbrook, IL 60440

2Q Member 834715769010  
RESALE ON

922275 KS AA 72-PK	19.99
922275 KS AA 72-PK	19.99

RESALE TOTAL	39.98
NON RESALE TOTAL	0.00

SUBTOTAL	39.98
TAX	0.00
**** TOTAL	39.98

XXXXXXXXXXXX6750 CHIP Read  
AID: A0000000980840 VERIFIED BY PIN  
Seq# 9575 App#: 520856  
EFT/Debit Resp: APPROVED  
Tran ID#: 815900009575....  
Merchant ID: 991088

APPROVED - Purchase  
AMOUNT: \$39.98  
06/08/2018 19:01 1088 9 434 39

EFT/Debit	39.98
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD - 2  
06/08/2018 19:01 1088 9 434 39  
OP#: 39 Name: Christine M.

Thank You!

Please Come Again

Whse:1088 Trm:9 Trn:434 OP:39

DEPARTMENT <b>PE ATHLETICS / CHAP FITNESS</b>				DATE <b>6/11/2018</b>	
EXPENSE	AGENCY	ORG/SUB	OBJ/SUB	AMOUNT	
<b>2-AA 72 pack Batteries</b>	<b>05-60</b>	<b>17800</b>	<b>5401001</b>	<b>39.98</b>	
EXPENSE	AGENCY	ORG/SUB	OBJ/SUB		
EXPENSE	AGENCY	ORG/SUB	OBJ/SUB		
EXPENSE	AGENCY	ORG/SUB	OBJ/SUB		
PLEASE ATTACH ALL RECEIPTS.				TOTAL	<b>39.98</b>
EMPLOYEE NAME <b>JOHN PANGAN</b>		AUTHORIZED SIGNATURE <i>Matthew L. Griffin</i>		FUNDS RECEIVED <i>[Signature]</i>	

FORM 1652 (2/98)

Batteries for lockers

Emergency  
Lockers-going out!!!

6/11/18

0000

✓

0000003

9297

07/18/2018

0237315

PETTYCASH0

V0519297

To Reimburse Petty Cash

0560178005401001

39.98

Received  
7-19-18  
Javier Schaefer

39.98

0237315

PAY ONLY THIRTY NINE AND 98/100 DOLLARS

07/18/2018

\$\*\*\*\*\*39.98

College of DuPage  
Petty Cash Fund  
425 Fawell Blvd  
Glen Ellyn IL 60137