

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188209

Vendor Name: College of Dupage Foundati

Invoice Number: SCHOLARSHIP

Invoice Date:

PO Number:

Check Number: 0237819

Check Amount: \$ 14,000.00

Check Date: 08/14/2018

Department ID: 00794

Reviewer Name:

Voucher Number: V0523213

Redaction Type: None

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

Document Below

1188209

08/14/2018

0237819

SCHOLARSHI

V0523213

Jim Wolfson Scholarship

0110007945909070

14,000.00

14,000.00

0237819

PAY ONLY FOURTEEN THOUSAND AND 00/100 DOLLARS

08/14/2018

\$****14,000.00

College of Dupage Foundation
425 Fawell Blvd.
Glen Ellyn IL 60137

- 1.4M. Kim — 8/15/18

College of DuPage - Accounts Payable
Check Request Form
revised 12/18/17

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: 8/14/2018
Vendor ID: 1188209

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	10	00794	5909070	Scholarship	\$ 14,000.00
Grand Total							\$ 14,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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 Foundation Other Instructions: _____
Payee Address: 425 Fawell Blvd.
Glen Ellyn, IL 60137

Description on Check:

Physics Department Center of Excellence Funds to be remitted to the Foundation to set up the Jim Wolfson Memorial Scholarship. See attached email communications that include various approvals (VP Academic Affairs, VP Administrative Affairs, General Counsel, President).

Approvals:

Prepared By: Robert Hayley Approved By: _____ Date: _____
Signature: [Signature] Signature: _____
Payment Due: _____ Approved By: _____ Date: _____
Board Approved Date: _____ Signature: Ku [Signature] 8/14/18
Approved By Division VP: _____ Date: _____
Signature: _____

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

Groves, Barbara

From: Stewart, Donna
Sent: Monday, April 2, 2018 10:40 AM
To: Carter, Tom
Cc: Groves, Barbara; Farrow, Ellen
Subject: RE: COE money for 2017

Tom,

This is a wonderful idea. Please discuss with Dr. Caputo as well. I believe that I wanted to transfer COD funds to a Foundation account a couple of years ago and was told that we cannot "donate" institutional dollars. This might have changed and Brian Caputo would be a good person for you to talk with. I am guessing that you were missing some zeros below or are you truly thinking of starting the fund with \$14?

Donna

Donna Hilton Stewart, Ph.D.
Interim Vice President of Academic Affairs
College of DuPage
Glen Ellyn, Illinois

From: Carter, Tom
Sent: Monday, April 2, 2018 8:58 AM
To: Stewart, Donna <stewartdo@cod.edu>
Cc: Groves, Barbara <grovesb16@cod.edu>; Farrow, Ellen <farrowe535@cod.edu>
Subject: COE money for 2017

Donna,

The physics discipline is proposing to transfer approximately \$14 of its Center of Excellence funds to the COD foundation start a Jim Wolfson Memorial Scholarship for physics and engineering students. We have run this idea past both John Kness and Ellen Farrow and they see no problems. Jim Wolfson was the physics lab manager for quite some time and died of a sudden heart attack about five years ago.

The contribution will meet the goal of making a lasting and permanent impact on the physics discipline. On a side note, starting this scholarship can act as a seed for other contributions from outside the college.

Tom

Tom Carter
Chair, Physics
College of Dupage
630-942-3346
Office: BIC 3E04A
<http://www.cod.edu/people/faculty/carter/>

Hayley, Robert

From: Caputo, Brian
Sent: Tuesday, July 31, 2018 3:55 PM
To: Hayley, Robert
Cc: Kness, John; Brady, Scott; Virgilio, David
Subject: RE: Physics Center for Excellence Funding - Foundation Scholarship

Bob:

You can accrue the item in FY18. The commitment to set up the scholarship was made in last FY.

Brian W. Caputo, Ph.D., C.P.A.,
Vice President, Administration
and Treasurer (CFO)

College of DuPage

425 Fawell Blvd. | SRC 2130H | Glen Ellyn, IL 60137-6599

Phone: 630.942.2218

Fax: 630.942.2297

Email: caputob@cod.edu



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From: Hayley, Robert
Sent: Monday, July 30, 2018 4:57 PM
To: Kness, John <knessj@cod.edu>; Caputo, Brian <caputob@cod.edu>
Subject: Physics Center for Excellence Funding - Foundation Scholarship

Brian and John,

In FY2018 we processed a budget transfer to allow \$14,000 of Center for Excellence funds (general institutional monies) to be transferred to the Foundation in order to set up a Jim Wolfson Memorial Scholarship. The budget transfer is attached.

I learned today that nothing has occurred regarding the transfer. I want to make sure we are still comfortable making this transfer and that I'm not missing anything. Once I have the okay, I will begin coordinating with all interested parties to move things forward.

Thank you,

Bob Hayley
Budget Manager | Budget Office

College of DuPage

425 Fawell Blvd. | SRC 2130J | Glen Ellyn, IL 60137-6599 | USA

phone 630.942.3484 | Fax 630.942.2297 | hayleyr@cod.edu

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Hayley, Robert

From: Kness, John
Sent: Tuesday, July 31, 2018 6:48 PM
To: Hayley, Robert
Subject: Re: Physics Center for Excellence Funding - Foundation Scholarship

Copy. Thanks.

----- Original message -----

From: "Hayley, Robert" <hayleyr@cod.edu>
Date: 7/31/18 6:40 PM (GMT-06:00)
To: "Kness, John" <knessj@cod.edu>, "Caputo, Brian" <caputob@cod.edu>
Cc: "Brady, Scott" <bradys310@cod.edu>, "Virgilio, David" <virgiliiod@cod.edu>
Subject: Re: Physics Center for Excellence Funding - Foundation Scholarship

That won't be necessary. I spoke with Brian about it today and i know the direction I need to take to get everything processed.

Thanks for following up,
Bob

Get [Outlook for iOS](#)

On Tue, Jul 31, 2018 at 6:38 PM -0500, "Kness, John" <knessj@cod.edu> wrote:

Bob,

I believe it was Tom Carter who set this ball in motion. I recall that he asked me on several occasions whether there was a legal reason not to proceed, and I told him no. Would you like me to speak with him to ensure that he's not waiting for something further from me?

Thanks,

John

John F. Kness
General Counsel
College of DuPage
knessj@cod.edu
T: (630) 942-3866

From: Caputo, Brian
Sent: Tuesday, July 31, 2018 3:55 PM
To: Hayley, Robert <hayleyr@cod.edu>
Cc: Kness, John <knessj@cod.edu>; Brady, Scott <bradys310@cod.edu>; Virgilio, David <virgiliiod@cod.edu>
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phone 630.942.3484 | Fax 630.942.2297 | hayleyr@cod.edu

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