

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 0498088
Vendor Name: Mr Robert J. Beckwith
Invoice Number: 070318
Invoice Date: 07/03/18
PO Number:
Check Number: 0237855
Check Amount: \$ 5.96
Check Date: 08/15/2018
Department ID: 99325
Reviewer Name:
Voucher Number: V0521130
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: 7/3/2018
Vendor ID: 0498088

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	99325	2900099	Funds Held in Custody of Othr	\$ 5.96
Grand Total							\$ 5.96

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: Robert Beckwith

Other
Instructions: _____

Payee Address: 26W254 Wiesbrook Road; Wheaton,
IL 60189

Description on Check:

Reimbursement for supplies needed for robot build session.

Approvals:

Prepared By: Shannon Hernandez

Approved By: Chuck Steele

Date: 7/17/18

Signature: _____

Signature: _____

Payment Due: 8/10/2018

Approved By: _____

Date: _____

Board Approved Date: _____

Signature: _____

Approved By Division VP: _____

Date: _____

Signature: _____

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

003
0707
0.034

Office Use Only
 Date Received: 4/6/18
 Staff Initials: OL
 Put in Shannon's mailbox

Reimbursement Request Form

For Student Club Officers Only

ADVISOR REIMBURSEMENTS ONLY

PLEASE DO NOT USE THIS FORM TO SUBMIT A REIMBURSEMENT—All reimbursements must be submitted on Concur and receipts may be emailed to Shannon Hernandez at hernan@cod.edu.

- For **first-time reimbursements**, please contact Shannon for procedures on submitting and allocating expenses in Concur.

STUDENT REIMBURSEMENTS ONLY

In order to request a reimbursement, please note the following:

- COMPLETE THE FORM BELOW.
- ORIGINAL RECEIPT(s) must be submitted
- If there is tax included in the receipt(s), you will not be reimbursed for the tax.
 - Please pick up a tax exempt letter at the front desk for future purchases
- Advisor must approve the reimbursement below or email their approval to hernan@cod.edu
- You will receive a confirmation email informing you when your check will be mailed.

Contact Information

Today's Date: 4/4/18

Club Name: Engineering and Technology Club

Student Name: Robert Beckwith

Student ID #: 0498088

Phone #: 630-689-7244

Email Address: beckwithr65@dupage.edu

Address: 264254 Wiesbrook rd

City: Wheaton

State: IL Zip: 60189

Reimbursement Information

Date of Receipt: 4/3/18 (receipts must be submitted within 2 weeks of purchase)

Amount of Reimbursement: \$ 5.46 (tax is not reimbursed)

Reason for Purchase:

*if this is food for a meeting,
please attach a list of attendees

Food for IEEE meeting

Advisor Approval

Advisor Signature*: Cecily R England

In lieu of an advisor signature, advisors can email their approval to hernan@cod.edu

See back of receipt for your chance
to win \$1000

ID #: 7H22ZHN0F0H

Walmart 
Save money. Live better.

(.630) 545 - 1060
MANAGER JEANNINE DINGMAN
3 SOUTH 100 RT 53
GLEN ELLYN IL 60137

SN 01848 OPH 004740 TEN 13 TRN 03769	
NESTLE WATER 006827466931 F	3.98 0
FOAM PLATES 007674218707	1.98 0
SUBTOTAL	5.96
TOTAL	5.96
DISCO TEND	5.96

Discover Credit ** *** 5238 1 3
APPROVAL # 00365R
REF # 809300645376

AID A0000001523010
TC 269F98097CB09564
TERMINAL # 285268698
*NO SIGNATURE REQUIRED

04/03/18 18:31:51
CHANGE DUE 0.00
ITEMS SOLD 2
TCN 9479 8193 7485 5129 4805



04/03/18 18:32:04
CASHIER COPY

