

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1294567

Vendor Name: Marla N. Schlifke

Invoice Number: 072618

Invoice Date: 07/26/18

PO Number:

Check Number: 0238140

Check Amount: \$ 55.00

Check Date: 08/15/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0522585

Redaction Type: FERPA

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

Document Below

revised 12/18/17

Vendor ID:

[illegible]

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

COLLEGE OF DUPAGE STUDENT BOOK LOCKER SPACE USE AGREEMENT

Renewed for summer 2018
Fall 2018 *Spring 2019* request the use of a student book locker for the term I understand and agree to the following terms of use:

1. I will pay a \$25 refundable key deposit. The key must be returned no later than 5 p.m. on the last Friday of the term noted above, or the deposit will be forfeited. All keys will be issued the first day of each term. A signed Space Use Agreement and all fees must be submitted to the office of Business Affairs (SSC1210), prior to issuance of a key. A \$10 fee will be charged for lost keys.
2. Use fees will be \$20 per semester, or \$50 per academic year (Fall through Summer terms only). Partial terms will pay the full fee if greater than one-half of the term remains, or \$10 if one-half or less of the term remains. No prorate for annual fee. All payments are due in advance and any refunds shall be processed within two weeks of agreement termination.
3. Each semester term will run from the first day of the term to the last Friday of the term. No use can be arranged between terms except for annual use. All annual use terms will expire on the last Friday of the Summer term to allow the College to perform any required cleaning or maintenance. Keys must be returned to the Business Affairs office (SSC1210) no later than 5 p.m. on the last Friday of Summer term, or the key deposit will be forfeited. Book lockers may not be utilized during Summer break.
4. The College reserves the right to restrict the use of lockers to currently registered students or employees of the institution only and may request proof of current student registration.
5. The College reserves the right to restrict the use of lockers to books, garments and other educational supply storage only. Personal property left in the locker beyond the agreement term above may be disposed of by the College without reimbursement. The College is not liable for the damage or loss of any personal property stored in the locker.
6. The College has the right to inspect the locker at any time to determine proper use.
7. The College will send renewal notice to the email/mail address indicated below prior to agreement termination. If this agreement is not renewed, all contents shall be removed no later than the last day of the term.
8. This agreement may be discontinued at any time by the College for improper use, with no refund for the unused term.

Assigned Locker # B7

\$ 20.

Location B1C

Date 5/14/18

Paid ~~XXXXXXXXXX~~

\$50.00

Cash ☐ Check ☐ Credit Card ☒

30.



College of DuPage
Non - Billed Receipt of Payment

NARD CODE: FMISC Deposit Amount \$ 50.00 Date: 5/14/18

GL Number	Amount (\$)	Description
01-00-00000 - 2300006	\$ 25.00	Locker Key Deposit
01-10-00409 - 4900099	\$ 50.00	Book Locker Rental-\$20/sem, \$50/yr
- - - - -	\$	
- - - - -	\$	
- - - - -	\$	
- - - - -	\$	
- - - - -	\$	
- - - - -	\$	
Amount Total \$		<u>50.00</u>

Department: Business Affairs

Event: _____

Remitter: Lisa E. J.

Extension No: 2233

Cashiers Office Use Only

Cash _____
Checks _____
Am Express _____
DISC _____
MC _____
VISA \$50
WIRE _____
TOTAL _____

Verified _____
Verified _____
Verified _____
Verified _____
Verified _____
Verified _____
Verified _____

NOTE: Remitting department is responsible for making corrections if deposit is incomplete or inaccurate. Cashiers Office will not make changes.

Session #: 45058
Receipt #: 1537215
Date Entered: 5/14/18
Cashier: AM

COLLEGE OF DUPAGE STUDENT BOOK LOCKER SPACE USE AGREEMENT

I, [REDACTED] request the use of a student book locker for the term
Fall 2017 to Spring 2018. I understand and agree to the following terms of use:

1. I will pay a \$25 refundable key deposit. The key must be returned no later than 5 p.m. on the last Friday of the term noted above, or the deposit will be forfeited. All keys will be issued the first day of each term. A signed Space Use Agreement and all fees must be submitted to the office of Business Affairs (SSC1210), prior to issuance of a key. A \$10 fee will be charged for lost keys.
2. Use fees will be \$20 per semester, or \$50 per academic year (Fall through Summer terms only). Partial terms will pay the full fee if greater than one-half of the term remains, or \$10 if one-half or less of the term remains. No prorate for annual fee. All payments are due in advance and any refunds shall be processed within two weeks of agreement termination.
3. Each semester term will run from the first day of the term to the last Friday of the term. No use can be arranged between terms except for annual use. All annual use terms will expire on the last Friday of the Summer term to allow the College to perform any required cleaning or maintenance. Keys must be returned to the Business Affairs office (SSC1210) no later than 5 p.m. on the last Friday of Summer term, or the key deposit will be forfeited. Book lockers may not be utilized during Summer break.
4. The College reserves the right to restrict the use of lockers to currently registered students or employees of the institution only and may request proof of current student registration.
5. The College reserves the right to restrict the use of lockers to books, garments and other educational supply storage only. Personal property left in the locker beyond the agreement term above may be disposed of by the College without reimbursement. The College is not liable for the damage or loss of any personal property stored in the locker.
6. The College has the right to inspect the locker at any time to determine proper use.
7. The College will send renewal notice to the email/mail address indicated below prior to agreement termination. If this agreement is not renewed, all contents shall be removed no later than the last day of the term.

8. This agreement may be discarded for the unused term.

Assigned Locker # 67

Location B1C

Date 10/9/17

Paid 10/9/17

Cash ☐ Check ☐ Credit Card ☒

*2500
10/9/17*

\$25.00

College of DuPage
Location: MAIN
Glen Ellyn, IL

Ref #: 001449696

Date of Receipt: 10/09/17

Cashier ID:

Receipt #

Receipt Codes :
Finance Office Misc Payments
75.00

ISA 9367

75.00

Total: 75.00

Signature X _____

(Customer Copy)

College of DuPage

n - Billed Receipt of Payment

Deposit Amount \$ 75.00

Date: 10/9/17

	Amount (\$)	Description
0006	\$ 25.00	Locker Key Deposit
0099	\$ 50.00	Book Locker Rental-\$20/sem, \$50/yr
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Amount Total	\$ 75.00	

Event: _____

Remitter: ENGLISH REPORTS

Extension No: 2233

Cashiers Office Use Only

Cash _____
Checks _____
Am Express _____
DISC _____
MC _____
VISA 75.00
WIRE _____
TOTAL 75.00

Verified _____
Verified _____
Verified _____
Verified _____
Verified _____
Verified _____
Verified _____

NOTE: Remitting department is responsible for making corrections if deposit is incomplete or inaccurate. Cashiers Office will not make changes.

Session #: 11169.2
Receipt #: 14419696
Date Entered: 10/9/17
Cashier BPS