

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1441853
Vendor Name: Miss Qurrat Siddiqui
Invoice Number: 072618
Invoice Date: 07/26/18
PO Number:
Check Number: 0238148
Check Amount: \$ 25.00
Check Date: 08/15/2018
Department ID: 00000
Reviewer Name:
Voucher Number: V0522583
Redaction Type: FERPA
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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:

7/26/2018

Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	23000006	Locker Deposits Payable	\$ 25.00
AP VERIFIED							
08/07/18 - ROBERT MAREK							\$ 25.00

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:

Other
Instructions:

Payee Address:

Description on Check:

Locker key deposit refund.

Approvals:

Prepared By:

Lisa G. Erl

Approved By:

Ellen M. Roberts

Date:

Signature:

Signature:

7-30-18

Payment Due:

Next check run

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

COLLEGE OF DUPAGE STUDENT BOOK LOCKER SPACE USE AGREEMENT

Refund
\$25.00

request the use of a student book locker for the term

Fall '17 to Fall '17. 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 #

~~112~~ C18 Cal

Location

~~A~~ C

Date

8-21-17

Paid

8-21-17

Cash__Check__Credit Card ✓

45?



done by BPS

College of DuPage
Location: MAIN
Jen Ellyn, IL

ed : 001434702

ate of Receipt: 08/22/17

ashier ID:

Received From:
8/22/17 Locker Rent/Key Deposi

pt Codes :
inance Office Misc Payments
45.00

ISA 2517
45.00
Total: 45.00
Signature X

College of DuPage
i-Billed Receipt of Payment

Deposit Amount \$ 45.00 Date: 8-22-17

	Amount (\$)	Description
0099	\$ 20.00	Book locker Rental
0006	\$ 25.00	Book locker Key Deposit
	\$	
	\$	
	\$	
	\$	
	\$	

(Customer Copy)

Department: Business Affairs Event: _____
Remitter: _____ Extension No. 2232

Cashier's Office Use Only

Cash	_____	Verified	_____
Checks	_____	Verified	_____
Am Express	_____	Verified	_____
DISC	_____	Verified	_____
MC	_____	Verified	_____
VISA	<u>45.00</u>	Verified	_____
TOTAL	<u>45.00</u>	Verified	_____

NOTE: Deposits will be returned to
remitting department if this form is
incomplete or inaccurate. Cashier's
office will not make changes.

Session # 40890
Receipt # 1434702
Date Entered 8-21-17
Cashier BPS

From: erll630@cod.edu
Sent: Mon Jul 30 16:41:17 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Key Deposit Refunds for [REDACTED]

Good Afternoon –

Attached are key deposit requests [REDACTED]

Thanks!

Lisa

Lisa G. Erl
Administrative Assistant, Business Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu