

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1013631
Vendor Name: University of Tennessee
Invoice Number: 2018SU
Invoice Date: 06/18/18
PO Number:
Check Number: 0238189
Check Amount: \$ 3,146.40
Check Date: 08/15/2018
Department ID: 00661
Reviewer Name:
Voucher Number: V0519319
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: 6/18/2018
Vendor ID: 1013631

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
2018SU		05	60	00661	5503001	Travel - Out of State	\$ 3,146.40
Grand Total							\$ 3,146.40

--- \$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.

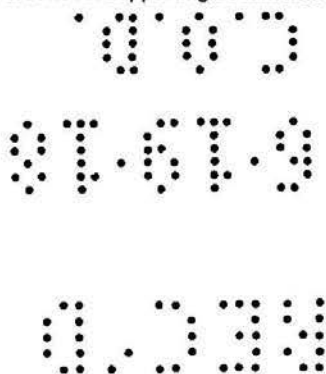
Payee Name: The University of Tennessee Other Instructions: Carrie Worley, Coordinator of Conferences and Contracts
The University of Tennessee, Knoxville
Payee Address: University Housing
405 Student Services Building
Description on Check: Knoxville, TN 37996-0241

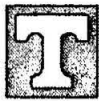
Payment for 2018SU Taphonomy

Approvals:

Prepared By: Maren McKellin Approved By: Maren McKellin Date: 6/18/18
Signature: Maren McKellin Signature: Maren McKellin Date: 6/18/18
Payment Due: Next ACH Approved By: Kirk Ours Date: 6/18/18
Board Approved Date: Signature: Kirk Ours Date: 6/18/18
Approved By Division VP: Signature:

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





UNIVERSITY
HOUSING

DuPage

Account Summary

2018SU

Giovanna Vidoli
1521 Cumberland Ave
#502
Knoxville, TN

Lodging Information

Confirmation Date: Thursday, June 14, 2018

Arrival Date: Sunday June 17, 2018

Departure Date: Friday June 22, 2018

Account Summary

		Amount	Sales Tax	Total
Lodging				
Jun 22 18	Apartment Single Taxable. 80 Nights @ \$36.00/Night. - Volunteer Hall	2,880.00	266.40	3,146.40
	Balance:	2,880.00	266.40	<u>3,146.40</u>

OK to pay
Maura McKellin 6/18/18

X Kirk Orsini 6/18/18