

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1081527

Vendor Name: Association of Community C

Invoice Number: 100518

Invoice Date:

PO Number:

Check Number: 0240007

Check Amount: \$ 225.00

Check Date: 10/08/2018

Department ID: 00729

Reviewer Name:

Voucher Number: V0530380

Redaction Type: None

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

Document Below

1081527

10/08/2018

0240007

100518

V0530380

Rental of LCD projector &

0180007295509001

225.00

Olga Hung

225.00

0240007

PAY ONLY TWO HUNDRED TWENTY FIVE AND 00/100 DOLLARS

10/08/2018

\$*****225.00

Association of Community Colle
(ACCT)
Dept 6061
Washington DC 20042-6061

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

V530380

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:

10/5/2018

Vendor ID:

1081527

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
52061		01	80	00729	5509001	Other Conf & Meeting Exp a	\$ 225.00
Grand Total							\$ 225.00

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.

10/08/18 - MARIA ZERRUDO



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: ACCT

Other
Instructions:

Manual check requested. Return to Vera Humphrey

Payee Address: Dept. 6061, Washington, DC 20042-6061

X BWC

Description on Check:

For rental of LCD projector and screen for presentation to be made at the ACCT conference in NYC on 10/25/18.

Approvals:

Prepared By:

Vera Humphrey

Approved By:

Date:

Signature:

Vera Humphrey

Signature:

Payment Due:

10/8/2018

Approved By:

Date:

Board Approved Date:

N/A

Signature:

Approved By Division VP:

Brian W. Caputo

Date:

Signature:

Brian W. Caputo 10/5/18

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

Humphrey, Vera

From: Shamika Myles <:ssmith@acct.org>
Sent: Thursday, October 4, 2018 2:40 PM
To: Humphrey, Vera
Subject: W-9
Attachments: W-9 form 10418.pdf

Good Afternoon,

Sorry for the delay.

Please see attached a copy of the W-9 form. If you need anything else, feel free to contact me.

Thanks!

Shamika Myles | Administrative Assistant

Association of Community College Trustees (ACCT)
1101 17th Street, NW, Suite 300
Washington, DC 20036

(202) 775-4667 (Main Number)
(202) 499-5308 (Direct Dial)
(202) 223-1297 (Fax)

Humphrey, Vera

From: Caputo, Brian
Sent: Wednesday, September 19, 2018 1:33 PM
To: Humphrey, Vera
Subject: FW: ACCT Order Confirmation

Vendor # 1082198

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: Association of Community College Trustees <payments@acct.org>
Sent: Wednesday, September 19, 2018 9:15 AM
To: Caputo, Brian <caputob@cod.edu>
Subject: ACCT Order Confirmation



Dear Dr. Brian W. Caputo,

This message is to confirm your recent ACCT transaction.

Customer	Qty	Item	Price	Discount	Taxes	Shipping	Sub-Total	Paid	Balance
Caputo Brian W.	1.00	LCD Projector and Screen - ACCT Leadership Congress	225.00	0.00	0.00	0.00	225.00	0.00	225.00

Invoice #: 52061

Bill To:

Dr. Brian W. Caputo
Vice President Administrative Affairs and Treasurer (CFO)
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137-6599

Ship To?:

Dr. Brian W. Caputo
Vice President Administrative Affairs and Treasurer (CFO)
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137-6599
Shipping Cost: 0.00

Total: 225.00
Payment Amount: 0.00
Discount: 0.00
Balance: 225.00

Payment Method:

Please Note: If you have made a publications purchase, we will send you a follow-up e-mail with details of your order and tracking information when your order ships.



1101 17th Street, NW | Suite 300 | Washington, D.C. | 20036 | 202.775.4667 | acctinfo@acct.org