

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1515296
Vendor Name: Ronald L. Baker, Jr
Invoice Number: 092018
Invoice Date: 09/20/18
PO Number:
Check Number: 0241535
Check Amount: \$ 10.49
Check Date: 10/17/2018
Department ID: 99280
Reviewer Name:
Voucher Number: V0529084
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: 9/20/2018

Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	99280	2900099	Funds Held in Custody of Othr	\$ 10.49

Grand Total

\$ 10.49

Check the appropriate box below and sign.

☒ I, 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.

☐ I, 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:

Food for introductory AIGA club meeting.

Approvals:

Prepared By:

Sandra Gonzales

Approved By:

Chuck Steele

Date: 9/21/18

Signature:

Signature:

Payment Due:

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

Office Use Only
 Date Received: 9/20/18
 Staff Initials: JM
 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:

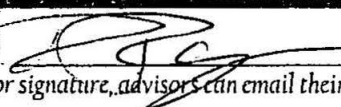
- COMPLETE THE FORM BELOW.
- ORIGINAL RECEIPT(s) must be submitted
- If there is tax included in the receipt(s), you will not be reimbursed for the tax.
 - Please pick up a tax exempt letter at the front desk for future purchases
- Advisor must approve the reimbursement below or email their approval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

Contact Information

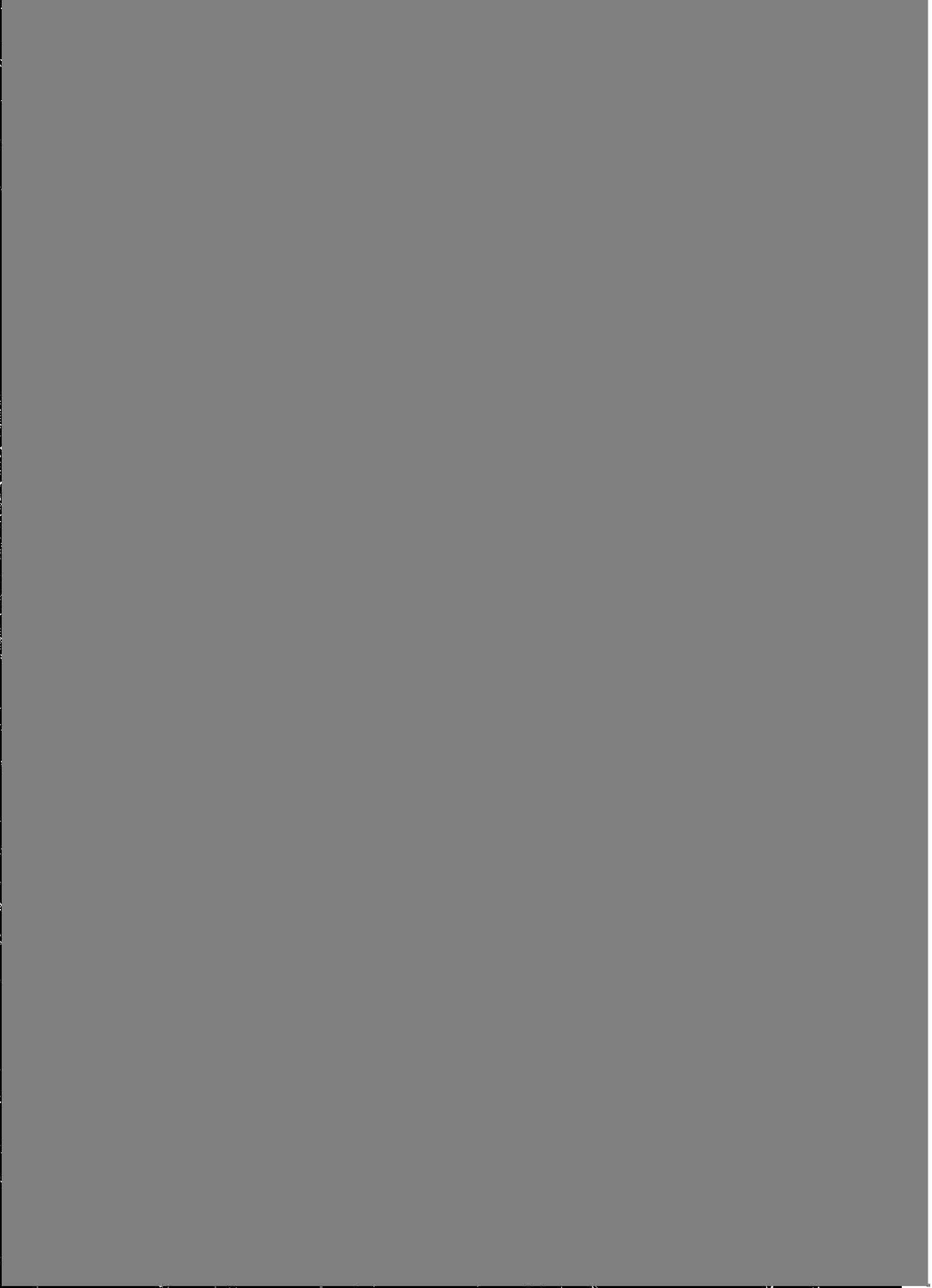
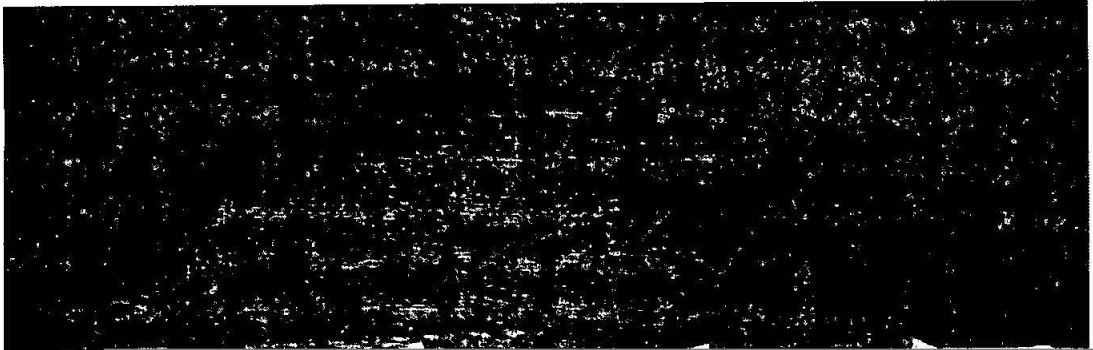
Reimbursement Information

Date of Receipt: 9/6/18 (receipts should be submitted within 2 weeks of
 Amount of Reimbursement: \$10.49 purchase) (tax is not reimbursed)
 Reason for Purchase: Food for introductory meeting
 Is this food for a meeting? ☒ Yes *If yes, please attach a list of attendees
☐ No

Advisor Approval

Advisor Signature*: 

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





Julie
Z approve
all these
requests
9/2/11

Welcome to Dunkin' Donuts

Store #346006

253 E. Irving Park Road, Roselle

9/6/2018 7:37:24 AM

Eat In
Order: 967

Register:1 Tran Seq No: 1777967

Cashier:Sumaiyya A.

*****SALE*****

1 12 Donuts	10.49
Sub. Total:	\$10.49
Tax:	\$0.87
Total:	\$11.36
Discount Total:	\$0.00
Change	\$0.00
Mastercard:	\$11.36

MASTERCARD

Card Num : *****1992

Terminal : 1

Approval : 073911

AID : A0000000041010

USD\$ 11.36

Tell us about today's visit
at www.telldunkin.com within 3 days

RECEIVE A FREE CLASSIC DONUT

on your next visit when you
purchase a Medium or Larger Beverage
Survey code: 96701-46006-0709-0686

Enter Validation Code:

See restrictions on dunkindonuts.com

Visit DunkinNation.com for product
offers and news. Enter Code DD2957

Thank You Come Back Again