

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1522684

Vendor Name: Elmhurst Garden Club

Invoice Number: 091918

Invoice Date: 09/19/18

PO Number:

Check Number: 0241598

Check Amount: \$ 1,000.00

Check Date: 10/17/2018

Department ID: 98225

Reviewer Name:

Voucher Number: V0529436

Redaction Type: Other

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: 9/19/2018
Vendor ID: 1522684

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	98225	2900024	Agency Scholarships	\$ 1,000.00
Grand Total							\$ 1,000.00

... \$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 satisfactory condition/manner.

AP VERIFIED
09/28/18 - MARIA ZERRUDO

Payee Name: Elmhurst Garden Club
Payee Address: 875 S Prospect Ave, Elmhurst, IL 60126

Other Instructions:

Description on Check:

Student never attended.

Approvals:

Prepared By: Diana Christopher

Approved By:

Date:

Signature:

Signature:

Payment Due:

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Signature:

Sign Here

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





