

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1471611

Vendor Name: Michael D. Muzik

Invoice Number: 092018

Invoice Date: 09/20/18

PO Number:

Check Number: 0241681

Check Amount: \$ 151.58

Check Date: 10/17/2018

Department ID: 99325

Reviewer Name:

Voucher Number: V0529286

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	99325	2900099	Funds Held in Custody of Othr	143.24

**AP VERIFIED**

Grand Total

\$ 143.24

**09/28/18 - BETHANY CRUSE**

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:

Pizza for Engineering and Technology Club industry speaker event.

Approvals:

Prepared By: Sandra Gonzales

Approved By: Chuck Steele

Date:

Signature: \_\_\_\_\_

Signature: [Signature]

9/24/18

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](mailto:acctpay@cod.edu)

Office Use Only  
 Date Received: 9/19/18  
 Staff Initials: SH  
 \*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](mailto: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](mailto:hernan@cod.edu)
- You will receive a confirmation email informing you when your check will be mailed.

### Contact Information

Today's Date: 9-18-18

Club Name:

Student Name:

Student ID #:

Email Address:

Address:

City:

### Reimbursement Information

Date of Receipt: 9-12-18 (receipts should be submitted within 2 weeks of

Amount of Reimbursement: \$143.24 purchase) (tax is not reimbursed)

Reason for Purchase: Industry Speaker (club speaker)

Is this food for a meeting?

☒

Yes

\*If yes, please attach a list of attendees

☐

No

### Advisor Approval

Advisor Signature\*:

Cecelyn R England

\*In lieu of an advisor signature, advisors can email their approval to [hernan@cod.edu](mailto:hernan@cod.edu)\*

# Make Ticket

Joe 1228  
Houston, TX

Ticket # 23

Joe 1228  
4201 E. L. BLVD  
GLENN 6013  
Delivered at:  
6:00  
Visa 128.24

Delivered at:  
6:00

XL Deep Dish 25.00  
Veggie

XL Deep Dish 50.00  
BBQ Chicken

XL Deep Dish  
BBQ Chicken

XL Deep Dish 18.68  
Cheese  
Pepperoni

XL Deep Dish 16.49  
Cheese

XL Deep Dish 18.68  
Cheese  
Italian Saus

Subtotal 128.85  
Charge 3.00  
Tax (12.89)  
Total 128.24

Ticket # 23  
(1209015444)

Please order again soon!

Clearer copy  
sent from Jet's Pizza

\*FROM DAY FILE\*

Joe 1228  
Houston, TX

Ticket # 23  
Delivered at:  
6:00  
(630) 122 1228  
MICHAEL  
4201 E. L. BLVD  
GLENN 6013

Delivered at:  
6:00  
BIG 3100.00  
PLATES AND  
NAPKINS  
Deliver at:  
6:00

XL Deep Dish 25.00  
Veggie

XL Deep Dish 50.00  
BBQ Chicken

XL Deep Dish  
BBQ Chicken

XL Deep Dish 18.68  
Cheese  
Pepperoni

XL Deep Dish 16.49  
Cheese

XL Deep Dish 18.68  
Cheese  
Italian Saus

Subtotal 128.85  
Delivery Charge 3.00  
Discount 10% (12.89)  
Sales Tax IL 9.28  
Total 128.24  
Tip 15.00  
Visa 143.24

Balance Owning  
0.00

Ticket # 23  
(1209015445)

Attendees Engineering and Technology Club event:



**College of DuPage  
STUDENT CLUB  
PIZZA WAIVER REQUEST FORM**

Name of Student Club: Engineering & Technology Club Today's Date: 8-20-18  
Date of Event: 9-12-18 Time of Event: 6 p.m. Est. Attendance: 30  
Name & Description of Event: Industry Speaker: Nat McRostie,  
Caterpillar Engineer, Speaks to club.  
Name of Event Contact Person: [REDACTED]  
Address: 425 Fairwell blvd. City, State, Zip Glen Ellyn, IL 60137  
Name of Pizza Restaurant: Jet's Pizza  
Address: 936 Roosevelt Rd. City, State, Zip Wheaton, IL 60187  
Name of Student Club Advisor: Dr. Tom Carter

**Scope of Waiver**

Send this completed form by campus mail to Dining Services Catering office located in the SRC Building or fax to (630) 942-3642 at least five (5) business days prior to the event for approval. Distribution of food products acquired under this waiver shall be limited to club members or official guests only and shall not be utilized to serve the general public or sold in any manner.

**Delivery of Pizza**

All Student Club Pizza Waivers must include delivery to the event by the restaurant. Under no circumstances will pick up of the pizza from the restaurant be allowed. Any restaurant used must be a licensed retail business located in DuPage County.

**Safe Handling of Delivered Pizza**

Foodborne illness is a major concern when serving any perishable food items including pizza. Perishable foods can cause illness when mishandled. Proper handling of the food at your event is essential to ensure the food is safe to eat. The risk of bacteria growth increases with time and loss of temperature. Pizza should be kept in closed containers until it is served.

**2-Hour Rule**

Pizza and any other perishable foods should not sit at room temperature for more than two hours. Keep track of how long the pizza has been sitting and discard prior to 2 hours from delivery time, or 1 hour if in temperatures above 90 °F. Exceptions to this rule are non-perishable foods such as cookies, crackers, bread, and whole fruits. The Club Advisor shall monitor proper food handling in accordance with these procedures. WHEN IN DOUBT, THROW IT OUT!

**Payment**

A copy of the approved waiver form must be submitted with the requisition for payment. Events exceeding \$250 shall require use of the standard food waiver form. All beverages served, sold, distributed, supplied or donated in connection with any event at College of DuPage shall be exclusively brands distributed by Pepsi-Cola unless specifically authorized in writing by the Director of Business Affairs.

\*\*\*\*\* (For Dining Services Use Only) \*\*\*\*\*

☒ Approved

☐ Denied

[Signature] Date 8/21/18  
[REDACTED] Date 8/24/18

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**Payee Name:** \_\_\_\_\_

**Other Instructions:**

Payee Address:

**Description on Check:**

**Drinks and cups for Engineering and Technology Club industry speaker.**

**Approvals:**

Prepared By: Sandra Gonzales

Approved By:  Chuck Steele

Date: 11/23

Signature: \_\_\_\_\_

Signature: 

11

Payment Due:

Approved By: \_\_\_\_\_

Date:

Board Approved Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved By Division VP:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Office Use Only  
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 Staff Initials: EM  
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- You will receive a confirmation email informing you when your check will be mailed.

## Contact Information

Today's Date: 9-18-18

Club Name: Engineering and Technology

Student Name

Student ID #

Email Address

Address

City

## Reimbursement Information

Date of Receipt: 9-12-18 (receipts should be submitted within 2 weeks of

Amount of Reimbursement: \$ 8.34 purchase) (tax is not reimbursed)

Reason for Purchase: Industry Speaker (Club speaker)

Is this food for a meeting?

☒ Yes

\*If yes, please attach a list of attendees

☐ No

## Advisor Approval

Advisor Signature\*: Carolyn R England

\*In lieu of an advisor signature, advisors can email their approval to [hernan@cod.edu](mailto:hernan@cod.edu)\*

Attendees Engineering and Technology Club event:



## MEMORANDUM

To: Earl Dowling  
cc: Chuck Steele

From: Shannon Hernandez *SH*

Date: July 2, 2018

Re: Non-perishable Food Purchases for Student Clubs

In College Procedure 10-190 it states that we need Cabinet approval to purchase non-perishable foods. Our student clubs regularly purchase non-perishable items for less than \$100 as this is allowed per the Food Waiver with Sodexo. Since the clubs raise their own funds this is the most affordable way for them to purchase snacks for their meetings and they do it fairly often. Therefore, I am requesting blanket approval for all of our student clubs (agency accounts 10-99-####-2900099) to be able to purchase non-perishable foods under \$100 for their club functions for the 2018-2019 school year.

If you have any questions or would like to discuss this further please let me know.

*Julie*  
*2*  
*approve*  
*all*  
*request's*  
*9/2/11*

ALDI  
Store #24  
20 W. LOOP ROAD  
WHEATON, IL  
www.ALDI.us

Your cashier today was Lashawn

Arizona Gallon	2.49	FC
Sprite 2L	1.68	FC
Coca Cola 2L	1.68	FC
50 ct. Party Cups	2.49	NC
Debit	9.01	

\*\*\*\*\*8980 PIN

09/12/18 15:24 Ref/Seq # 786222

Auth # 162487

AID A0000000980840

TVR 8080041000

IAD 06010A0360A000

TSI 6800 ARC 000 EntryMode 05

++APPROVED++

SUBTOTAL

8.34 C-Taxable @8.000%

AMOUNT DUE

**T O T A L**

4 ITEMS

Debit Card

8.34

0.67

9.01

**\$ 9.01**

\$ 9.01

\*4833 440/024/001/008 09/12/18 03:24PM

\*\*\*\*\*

It's your favorite time of year?  
fall flavors are back at ALDI!  
For a limited time, shop our autumn  
selections like sparkling cider,  
organic pumpkin seeded bread,  
or tailgating ALDI Finds.  
Season the season;  
shop with ALDI all fall.

Customer Service: 800-325-7894