

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1010882
Vendor Name: Oakton Community College
Invoice Number: 092018
Invoice Date: 09/20/18
PO Number:
Check Number: 0241689
Check Amount: \$ 390.00
Check Date: 10/17/2018
Department ID: 00393
Reviewer Name: None
Voucher Number: V0534059
Redaction Type: None
Document Type: AP Invoice

Document Below

From: mcgowanp295@cod.edu
Sent: Wed Oct 10 11:58:41 CDT 2018
To: acctpay@cod.edu
CC: invoicing@cod.edu
Subject: Oakton Community College \$390.00 - NIN Staff Exchange Registration Fees

APPROVED
10/11/18 - JUDITH COATES

Hello!

Please review the attached invoice/check request for processing.

Invoice Summary		Notes
Vendor Number	1010882	
Vendor Name	Oakton Community College	Host College
Invoice Number	N/A	See last page of the attached document
PO/BO Number	N/A	Not required, per Purchasing
Invoice Amount	\$390.00	\$30 per staff member; 13 staff members attending.
P.O. Amount	N/A	Not required, per Purchasing
Blanket Order Remainder	N/A	
Purchase	Registration Fees for Northern Illinois Network Staff Exchange	
Other Instructions or Information	<ul style="list-style-type: none">• We would appreciate being able to pick up this check from your office for hand-delivery, ideally before 10/24/18 if at all possible.• Please do not mail the check to the vendor.	

Please contact me with questions, concerns, and/or requests for additional support documentation.

Thanks!

Pamela J. McGowan
Teaching and Learning Specialist
Teaching & Learning Center

College of DuPage
(630) 942-2637 | mcgowanp295@cod.edu
425 Fawell Blvd. | SRC 1107 | Glen Ellyn, IL 60137
Visit our website for more information

From: Towne, Jordan
Sent: Wednesday, October 10, 2018 11:33 AM
To: McGowan, Pamela <mcgowanp295@cod.edu>
Subject: Req 669641 Oakton Community College

Hello Pam,

I wanted to let you know that since the check request is under \$500 it will not be required to be entered into Mercury. Please send the request directly to Accounts Payable acctpay@cod.edu. I will reject the PO so the request is not duplicated.



Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

☐ ***Click Here for current bids/Rfps!***

☐ ***COD: Check out our Team Site!***

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 10-65

Date: 9/20/2018
Vendor ID: 1010882

APPROVED

10/11/18 - JUDITH COATES

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	10	00393	5501001	Conference/Meeting Exp- Local	\$ 390.00
Grand Total							\$ 390.00

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.
- ☒ 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: Oakton Community College

Other Instructions: Deliver to TLC Staff (Ext. 3805) Please do not mail.

Payee Address: 1600 E Golf Rd, Des Plaines, IL 60016

Description on Check:

2018 Northern Illinois Network (NIN) Staff Exchange

Approvals:

Prepared By: Pamela McGowan

Approved By: Judy Coates Date:

Signature:

Signature:

Payment Due: 10/19/2018

Approved By:

Date:

Board Approved Date: N/A

Signature:

Approved By Division VP:

Signature:

Date:

Signature:

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

Expense: NIN Exchange registration fees

Date: 9/20/18

Vendor: Oakton Community College

Cost: \$390.00

Explanation

To pay the registration fees (\$30.00 each) for 14 College of DuPage employees to participate in the Northern Illinois Network Fall Exchange held on 10/26/2018 at Oakton Community College.

Name	Title
Paula Burns	Administrative Assistant V, Arts, Communications & Hosp
Courtney Hatcher	Administrative Assistant V, Business and Technology
Rochelle Favale	Accommodations Specialist
Yashica Weeks	Coordinator, Development
Antoinette Stella	Budget Analyst I
DeAnna Duval	Administrative Assistant V, HR
Michael Maxse	Instructional Designer, Learning Technologies
Aaron Harwig	Library Assistant IV
Debbie Henderson	Veterans Degree Audit Specialist
Beryl Mosley	Benefits Specialist, HR
Dawn Pliml	Testing Specialist
Judy Coates	TLC Staff
Gina Wheatley	TLC Staff

TOTAL

\$390.00

Oakton Community College

INVOICE

1600 E Golf Rd, Des Plaines, IL 60016
(847) 635-1600

INVOICE DATE: September 20, 2018

SOLD TO:

Judy Coates
Manager, Learning and Organizational
Development College of DuPage
725 Fawell Blvd
Glen Ellyn, 60137

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
13	Northern Illinois Network 2018 Fall Exchange Registration	\$30.00	\$390.00
	Attendees:		
	Paula Burns Aaron Harwig		
	Courtney Hatcher Debbie Henderson		
	Rochelle Favale Beryl Mosley		
	Yashica Weeks Dawn Pliml		
	Antoinette Stella Judy Coates		
	DeAnna Duval Gina Wheatley		
	Michael Maxse		
	PLEASE NOTE "NIN" IN THE MEMO LINE OF THE CHECK		
		SUBTOTAL	\$390.00
		TAX	0.00
		FREIGHT	0.00
			\$390.00
			PAY THIS AMOUNT

DIRECT ALL INQUIRIES TO:

Mindy Finnigan
Assistant, Center for Professional Development
Oakton Community College
1600 E Golf Rd, Des Plaines, IL 60016
(847) 635-1600