

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1405044

Vendor Name: Allison C. Quinn

Invoice Number: 100918

Invoice Date: 10/09/18

PO Number:

Check Number: 0241724

Check Amount: \$ 23.19

Check Date: 10/17/2018

Department ID: 99165

Reviewer Name:

Voucher Number: V0534087

Redaction Type: FERPA

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

Document Below

From: acctpay@cod.edu
Sent: Thu Oct 11 10:18:02 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Check Request Form-Student Life

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

From: Gonzales, Sandra
Sent: Thursday, October 11, 2018 9:09 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Request Form-Student Life

Good Morning,

Attached please find a student club check request for your review. Please let me know if you have any questions.

Have a great day.

Sandra Gonzales
Administrative Assistant
Office of Student Life
College of DuPage
425 Fawell Blvd. Glen Ellyn, IL 60137
630.942.2739 | SSC 1217
Learner, Intellection, Achiever, Input, Responsibility

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: 10/9/2018

Vendor ID: _____

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	99165	2900099	Funds Held in Custody of Othr	\$ 23.19
Grand Total							\$ 23.19

AP VERIFIED

Check the appropriate box below in column

- ☒ 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.

10/11/18 - BETHANY CRUSE

- ☐ 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:

Food supplies for Chinese Club event.

Approvals:

Prepared By:

Sandra Gonzales

Approved By:

Chuck Steele

Date:

Signature:

Signature:

10/10/18

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

Office Use Only

Date Received: _____

Staff Initials: _____

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

Today's Date: 10/5/18

Club Name: Chinese Student Club

Student Name: _____

Student ID: _____

Email Address: _____

Address: _____

City: _____

Reimbursement Information

Date of Receipt: 9/25/18 (receipts should be submitted within 2 weeks of

Amount of Reimbursement: \$ 23.19 purchase) (tax is not reimbursed)

Reason for Purchase: party food

Is this food for a meeting?

☐ Yes

*If yes, please attach a list of attendees

☒ No

Advisor Approval

Advisor Signature*: Min Pan

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

Sunlight Super Market
675 N CASS AVE WESTMONT IL
6300 838-2099

INVOICE# 20330
Closed to Cash Purchase

DATE/TIME: 9/25/2018 7:06:35 PM
CASHIER: 100101
STATION: 01

Item Count: 2

Weight/pc	Unit Price	Total Price
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ShengKee Green Bean Pastry 0766418127004*		
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1 pc	\$24.99/pc	\$24.99
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12 SM Mini Pineapple Moon Cake 0766418140808*		
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1 pc	\$28.99/pc	\$28.99
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UNDISCOUNTED TOTAL	\$53.98	28.99
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- 20.00% Discount	(\$10.80)	- 5.80
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Subtotal	\$43.18	
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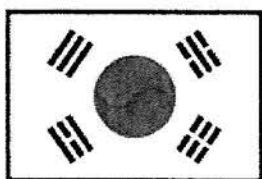
Tax1	\$0.76	23.19
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GRAND TOTAL	\$43.94	
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Cash	\$43.94	\$23.19
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Amr Tendered	\$43.94	
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Change	\$0.00	
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Hosted by the Spanish, German, Korean
French, Japanese, Chinese, and Italian Club
and Alpha Mu Gamma
Language Honor Society



Wednesday, September 26

4pm - 6pm

SSC 1200

Join us for our annual

Multicultural Mashup

**Stop by for music, food,
cultural treats, and prizes!**

For Americans with Disabilities Act accommodations, call
(630) 942-2141 (voice) or (630) 858-9692 (TDD)

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
Approve
all future
requests
9/11