

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512179

Vendor Name: Dr Muhammad A. Chaudhry

Invoice Number: 11/2/2018 CHAUDRY

Invoice Date:

PO Number:

Check Number: 0244291

Check Amount: \$ 100.00

Check Date: 11/09/2018

Department ID: 00789

Reviewer Name:

Voucher Number: V0541974

Redaction Type: None

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

Document Below

V541974

College of DuPage - Accounts Payable  
Check Request Form  
revised 3/27/17

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: 11/2/2018  
Vendor ID: 1512179

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	80	00789	5401001	Office Supplies	\$ 100.00

Grand Total 5 100.00

**AP VERIFIED**

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: Muhammad Ahmad Chaudhry

Other  
Instructions:

Payee Address: 4356 Rudyard Kipling Rd., Elgin, IL  
60124

Description on Check:

Reimbursement for lost book and bag.

Approvals:

Prepared By: Barbara Groves Approved By: Kirk Overstreet Date: \_\_\_\_\_  
Signature: [Signature] Signature: \_\_\_\_\_  
Payment Due: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Approved Date: \_\_\_\_\_ Signature: [Signature] 11/2/18  
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)

(IM)

V5411880

yes/yes

Voided. Vouchered under  
AP TYPE EM



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**Groves, Barbara**

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**From:** Overstreet, Kirk  
**Sent:** Friday, November 2, 2018 8:21 AM  
**To:** Groves, Barbara; Igyarto, Mia  
**Subject:** RE: Check Request

Barb-

Dr. Chaudhry left two items in his office, a personal portfolio from the University of Vermont which he used here at the College, and a small computer bag/brief case. Unfortunately when his office was cleaned out these items were misplaced and we have not been able to recover them and turn them over to Dr. Chaudhry. After researching the two items I estimated that they were worth roughly \$100.00. At this time we are requesting a check in the amount of \$100 be sent to Dr. Chaudhry to compensate for the loss of these items.

Please let me know if there are any other details needed to complete this transaction.

Regards,  
Kirk

*Kirk Overstreet, Ph.D.*  
Associate Vice President of Academic Affairs  
College of DuPage  
425 Fawell Blvd.,  
Bldg 3B15A  
Glen Ellyn, IL 60137  
(630) 942-3376

Context | Intellection | Achiever | Input | Communication

I am a slow walker, but I never walk back.  
- Abraham Lincoln

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**From:** Groves, Barbara  
**Sent:** Thursday, November 1, 2018 6:08 PM  
**To:** Igyarto, Mia <igyartom@cod.edu>; Overstreet, Kirk <overstreetk@cod.edu>  
**Subject:** Check Request

Hi,

Jill Mosher advised we include with the check request to Ahmad an email describing the reasoning for the reimbursement for the lost items. Can you please send that to me for inclusion with the check request for \$100.00?

Thanks in advance.

Barb Groves  
Assistant to the Provost  
Office of the Provost

