

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1205777

Vendor Name: Michael J. Bernardo

Invoice Number: 101118

Invoice Date: 10/11/18

PO Number:

Check Number: 0244432

Check Amount: \$ 374.22

Check Date: 11/14/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0535282

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: 10/11/2018

Vendor ID: _____

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	2300009	SIS - Aged Uncashed	\$ 181.67

Grand Total

\$ 181.67

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services for which payment is here 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 here requested have not been provided. The undersigned 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:

Reissue Payroll Check #3204 dated 5/4/12

Approvals:

Prepared By:

Kevin Hickey

Approved By:

D. Virgilio

Date:

10/12/18

Signature:

KMH

Signature:

D. Virgilio

Date:

Payment Due:

Approved By:

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

August 16, 2018

Dear 

Our records indicate that the following check was issued by the College of DuPage and remains uncashed:

 Amount: \$181.67

Date: 5/4/2012

Please complete the following, indicating the status of the check, and return this letter to the address listed below.

☐ This check was received and cashed on _____ (date if known).

☐ The original check was not cashed and a replacement was received.

☐ I am not entitled to this check.

☒ **THIS ORIGINAL CHECK WAS NOT CASHED AND NEEDS TO BE REPLACED.**

This form will serve as our authorization to reissue a new check to you within four to six weeks after receiving this letter, less the cost of mailing, via **The Illinois Unclaimed Property Act (765 ILCS 1025/15-501)**.

IF WE DO NOT RECEIVE YOUR RESPONSE BY 10/15/18, WE ARE MANDATED TO REMIT THIS MONEY TO THE STATE OF ILLINOIS AS UNCLAIMED PROPERTY.

Signature 

Last 4 d

Current

If you have any questions, please do not hesitate to contact Kevin Hickey at (630) 942-2239.

Mail To:

College of DuPage

Financial Affairs, SRC Room 2130

Attn: Kevin Hickey

425 Fawell Blvd

Glen Ellyn, IL 60137

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1205777

Vendor Name: Michael J. Bernardo

Invoice Number: 101118A

Invoice Date: 10/11/18

PO Number:

Check Number: 0244432

Check Amount: \$ 374.22

Check Date: 11/14/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0535284

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: 10/11/2018

Vendor ID: _____

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	2300009	SIS - Aged Uncashed	\$ 192.55

Grand Total

\$ 192.55

AP VERIFIED

Check the appropriate box below and sign

☒ **10/10/18 - MARIA ZERRUDO**
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:

Reissue Payroll Check #10958 dated 6/27/13

Approvals:

Prepared By: Kevin Hickey

Approved By: *D. Virasilio*

Date:

Signature: *KH*Signature: *[Signature]*

Date: 10/12/18

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

August 16, 2018



Our records indicate that the following check was issued by the College of DuPage and remains uncashed:



Amount: \$192.55

Date: 6/27/2013

Please complete the following, indicating the status of the check, and return this letter to the address listed below.

___ This check was received and cashed on _____ (date if known).

___ The original check was not cashed and a replacement was received.

___ I am not entitled to this check.

☒ **THIS ORIGINAL CHECK WAS NOT CASHED AND NEEDS TO BE REPLACED.**

This form will serve as our authorization to reissue a new check to you within four to six weeks after receiving this letter, less the cost of mailing, via **The Illinois Unclaimed Property Act (765 ILCS 1025/15-501)**.

IF WE DO NOT RECEIVE YOUR RESPONSE BY 10/15/18, WE ARE MANDATED TO REMIT THIS MONEY TO THE STATE OF ILLINOIS.

Signature _____

Last 4 digits _____

Current Address _____



If you have any questions, please do not hesitate to contact Kevin Hickey at (630) 942-2239.

Mail To:

College of DuPage

Financial Affairs, SRC Room 2130

Attn: Kevin Hickey

425 Fawell Blvd

Glen Ellyn, IL 60137