

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0049370

Vendor Name: Mr Patrick J. Bradley

Invoice Number: 102418

Invoice Date: 10/24/18

PO Number:

Check Number: 0244439

Check Amount: \$ 308.82

Check Date: 11/14/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0540471

Redaction Type: FERPA

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

Document Below

V540471

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: 10/24/2018
Vendor ID: [REDACTED]

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	23000008	Imprest - Aged Uncashed	\$ 308.82

Grand Total

\$ 308.82

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: [REDACTED]

Other Instructions: Please provide check to Kevin and he will arrange for pickup.

Payee Address: [REDACTED]

Description on Check:

Reissue Payroll [REDACTED] dated 6/2/11

Approvals:

Prepared By: Kevin Hickey
Signature: [Signature]
Payment Due: [REDACTED]
Board Approved Date: [REDACTED]

Approved By: [Signature] Date: 10/24/18
Signature: [Signature]
Approved By: [REDACTED] Date: [REDACTED]
Signature: [REDACTED]
Approved By Division VP: [REDACTED] Date: [REDACTED]
Signature: [REDACTED]

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

01.42.01

0.334

August 16, 2018



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



Amount: \$308.82

Date: 6/2/2011

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

Sign

Last

Curr

If yo

Mail

Colle

Finan

Attn:

425 I

Glen



0049370

11/14/2018

0244439

102418

V0540471

Reissue Payroll check

0100000002300008

308.82

Judy Vasich
For Kevin
11-19-18

308.82

0244439

PAY ONLY THREE HUNDRED EIGHT AND 82/100 DOLLARS

11/14/2018

\$*****308.82

Mr Patrick J. Bradley
827 Dorset Dr
Wheaton IL 60189