

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0050172

Vendor Name: Ms Annette Herrmann

Invoice Number: 101118

Invoice Date: 10/11/18

PO Number:

Check Number: 0244533

Check Amount: \$ 535.88

Check Date: 11/14/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0535266

Redaction Type: Other

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	\$ 535.88

Grand Total

\$ 535.88

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: _____

Other
Instructions: _____

Payee Address: _____

Description on Check:

Reissue Payroll Check # 8046 dated 1/11/13

Approvals:

Prepared By: Kevin Hickey

Approved By: D. Virgilio

Date:

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



Dear Annette Herrmann,

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

Check #: 8046**Amount: \$535.88****Date: 1/11/2013**

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 AS ABANDONED PROPERTY.

Signature

Last 4 dig

Current A

If you have any questions, please do not hesitate to contact Kevin Hickey at (630) 342-2233.

Mail To:

College of DuPage

Financial Affairs, SRC Room 2130

Attn: Kevin Hickey

425 Fawell Blvd

Glen Ellyn, IL 60137