

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0159187

Vendor Name: Mr Brett T. Kramer

Invoice Number: 102218

Invoice Date: 10/22/18

PO Number:

Check Number: 0244568

Check Amount: \$ 240.00

Check Date: 11/14/2018

Department ID: 00237

Reviewer Name:

Voucher Number: V0540249

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:

10/22/2018

Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	10	00237	5308001	Instructional Service Contr	\$ 240.00

Grand Total

\$ 240.00

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:

Other
Instructions:

Payee Address:

Description on Check:

Presentation/lecturer for the Physical Therapist Assistant program for 10/15 and 10/19 for 3 hours each for a total of 6 hours at \$40.00 per hour.

Approvals:

Prepared By:

Jessica Lang

Approved By:

Marianne Hunnicutt

Date:

Signature:

Jessica Lang

Signature:

Marianne Hunnicutt 10/23/18

Payment Due:

\$240.00

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

Lang, Jessica

From: Hunnicutt, Marianne
Sent: Thursday, September 13, 2018 9:48 AM
To: Lang, Jessica
Subject: RE: PHYTA 1205 Kinesiology Field trip and Orthotics/Prosthetics lecturer payment paperwork

Assuming the correct paperwork can be completed, I approve the request.

Best Regards,

Marianne

From: Lang, Jessica
Sent: Thursday, September 13, 2018 8:15 AM
To: Hunnicutt, Marianne <hunnicut@cod.edu>
Subject: RE: PHYTA 1205 Kinesiology Field trip and Orthotics/Prosthetics lecturer payment paperwork

Hi Marianne,

I just wanted to double check with you that the below guest lecture on 10/15 & 10/19 with [REDACTED] approved. Last year he was paid 3 hours each day at \$40.00 per hour for a total of \$240.00 and it appears that everything should remain the same.

Thanks,

Jessica Lang

Program Support Specialist, Biology and Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax
langj@cod.edu

From: Butkus, Rosemarie
Sent: Wednesday, September 12, 2018 11:22 AM
To: Lang, Jessica <langj@cod.edu>
Cc: Roschay, Sharon <roschay@cod.edu>; Costello, Adrianna <costelloa146@cod.edu>
Subject: PHYTA 1205 Kinesiology Field trip and Orthotics/Prosthetics lecturer payment paperwork

Hi All,

Jessica, I think that I am supposed to contact you about the guest lecturer paperwork for [REDACTED] for 10/15 and 10/19. The class goes from 5:00 to 8:50 on Monday and the two labs on Friday are 2:00 to 3:50 and 4:00 to 5:50. [REDACTED] paperwork should be the same as last year. The difference is that we have been granted the permission to visit the orthotics/prosthetics lab on 10/19 with [REDACTED] showing the students around and explaining the processes. I may have both classes at the same time on Friday the 19th so that [REDACTED] is plenty of time to really show the students around (4 hours versus 2).

Dr Chaudhry had approved this and I also talked to Marianne and she approved this too. But she said that the Health Science division may have some paperwork that would need to be filled out.

Please let me know if you need any more information from me or if you need me to fill out any paperwork. I am excited that we have this opportunity.

Thank-you,

Rosemarie Butkus
physical therapist assistant program