

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1010263

Vendor Name: City Colleges of Chicago

Invoice Number: 031820

Invoice Date: 03/18/20

PO Number:

Check Number: 0266592

Check Amount: \$ 55.00

Check Date: 04/14/2020

Department ID: 00440

Reviewer Name:

Voucher Number: V0614511

Redaction Type: None

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

Document Below

From: doguimm@cod.edu
Sent: Thu Mar 19 16:44:35 CDT 2020
To: invoicing@cod.edu
CC: dulceakt@cod.edu
Subject: Check Request - Reimbursing Attendees from City Colleges of Chicago (Kennedy King) for
Cancelled COD Food Insecurity Summit

Hello, Invoicing Department,

This is the last of the ones I'm sending to you for reimbursing our pay-by-check attendees coming from various institutions who had registered for our now-cancelled Illinois Higher Education Food Insecurity Summit.

This one is for one attendee coming from Community Colleges of Chicago – Kennedy King for a total reimbursement amount of \$55.

Melissa Doguim

Administrative Assistant V to Dr. Diana Del Rosario,

Assistant Provost, Student Affairs

630-942-3687 – Callers will be able to leave a voicemail message which will be returned as soon as possible. PLEASE NOTE: college staff are working remotely.



For information on how the College is responding to the Outbreak of COVID 19, please refer to our website:
<https://cod.edu/coronavirus/index.aspx>



College of DuPage

College of DuPage - Accounts Payable
Check Request Form
revised 11/20/19

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 - Non-Purchase Order Procedure No. 10-65

Date: 3/18/2020
Vendor ID: 1010263

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	01	30	00440	4900099	Miscellaneous Revenues	\$ 55.00

Grand Total

\$ 55.00

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: City Colleges of Chicago

Payee Address: 3901 S. State Street
Chicago, IL 60611

Other
Instructions:

Accounts Payable: To ensure this gets to the right place, please add the check address listed on this form to Colleague. Furthermore, the check says this came from their "General Disbursement Account".

Description on Check:

Refund 1 KK-CCC Remona Gavin - cancelled Food Insecurity Summit

Approvals:

Prepared By: Melissa Doguim

Signature: Melissa Doguim
Digitally signed by Melissa Doguim
Date: 2020.03.19 13:41:49 -05'00'

Payment Due:

Board Approved Date:

Approved By: Dr. Diana Del Rosario Date:

Signature: Diana Del Rosario
Digitally signed by Diana Del
Rosario
Date: 2020.03.19 16:20:42 -05'00'

Approved By: Date:

Signature:

Approved By Division VP: Date:

Signature:

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

College of DuPage - Accounts Payable

Check Request Form

Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

DATE: February 27, 2020
CHECK NUMBER: 23166673
AMOUNT PAID: \$55.00

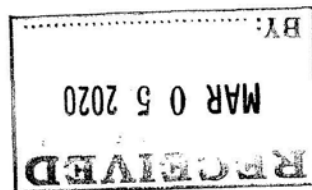
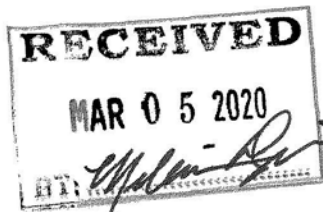
00048 33254 CKS NA 20058 - 0023166673 NNNNNNNNNN 0565100006206 X689A1 C
COLLEGE OF DUPAGE
425 FAWELL BLVD, BIC 3509
ATTN: IT SPECIAL SERVICES
GLEN ELLYN IL 60137-6599



058510000120600048001200000000

Vendor Number: 0000000052

Date	Business Unit - Invoice Number	Voucher ID	Description	Gross Amount	Discount	Net Amount
02/27/20	VCHR-50801-11753COLL13MAR2020	00070316		\$55.00	\$0.00	\$55.00
TOTALS				\$55.00	\$0.00	\$55.00



Reviewed by M. Doguim

PLEASE DETACH BEFORE DEPOSITING CHECK

CITY COLLEGES
of CHICAGO
Education that Works
General Disbursement Account
3901 S. State Street
Chicago, IL 60609

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

CHECK
NUMBER 23166673

70-2322
719

February 27, 2020

*** VOID AFTER 90 DAYS ***

PAY COLLEGE OF DUPAGE
TO THE 425 FAWELL BLVD, BIC 3509
ORDER OF: ATTN: IT SPECIAL SERVICES
GLEN ELLYN, IL 60137-6599

CHECK AMOUNT
\$55.00

EXACTLY *****55 DOLLARS AND 00 CENTS

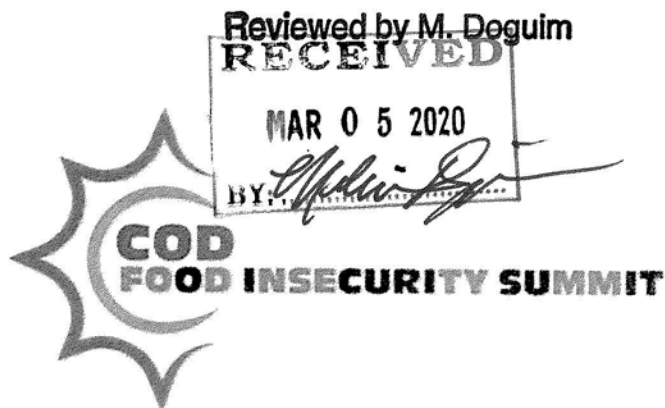


JPMorgan Chase Bank, N.A.
Chicago, IL

Walter E. Marney *Daryl J. Doguim*

⑈ 23166673 ⑈ ⑈ 071923226⑈

754609212⑈



Illinois Higher
Education Food
Insecurity Summit
Check Payment Form

*(If entering more than 2 persons, fill out another copy
of the same form and clip them together)*

Registrant Info

First Name
Last Name
Institution
Email

[Redacted area for registrant information]

Registrant info

First Name
Last Name
Institution
Email

_____ Phone _____

Summit Fee: \$55 per person

Please make checks out to "College of DuPage" and mail them no later than
March 2, 2020 to:

ATTN: Melissa Doguim

Office of Student Affairs, BIC 3400
College of DuPage
425 Fawell Blvd,
Glen Ellyn, IL 60137