

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1544295

Vendor Name: Rebecca L. Duncan

Invoice Number: 031520

Invoice Date: 03/15/20

PO Number:

Check Number: 0266610

Check Amount: \$ 16.50

Check Date: 04/14/2020

Department ID: 99154

Reviewer Name:

Voucher Number: V0609786

Redaction Type: FERPA

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

Document Below



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: 3/15/2020
Vendor ID:

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	10	99	99154	2900099	Funds Held in Custody of Othr	\$ 16.50

Grand Total \$ 16.50

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:

Reimbursement for supplies for Casa de Amigos

Approvals:

Prepared By:

Shannon Hernandez

Approved By:

Chuck Steele

Date:

4/3/16/20

Signature:

Shannon Hernandez

Signature:

Payment Due:

4/17/20

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

Party City®

NOBODY HAS MORE PARTY FOR LESS

116 DANADA SQUARE WEST
WHEATON, IL 60189
630 681-0100

041420037061	2.50Z TROLLI	\$2.99	T
	2.50Z TROLLI SOUR BIT HRT TUBE		
	ORIG PRICE (\$2.99 ea)		
	PROMO DISCOUN	\$1.49	-
048419948223	54X108IN WHT	\$7.45	i
	54X108IN WHT TC PLSTC		
	5 @ \$1.49		
	5 FOR \$5 TC (\$2.45	-
048419530503	54X108IN NEW	\$7.45	T
	54X108IN NEW PNK TC PLSTC		
	5 @ \$1.49		
	5 FOR \$5 TC (\$2.45	-
048419948186	54X108IN LVN	\$7.45	T
	54X108IN LVNDR TC PLSTC		
	5 @ \$1.49		
	5 FOR \$5 TC (\$2.45	-
=====			
	SUBTOTAL	\$16.50	
	GENERAL MERCHANDISE @ 8.000	\$1.32	
	TOTAL	\$17.82	
	CASH	\$18.00	
	CHANGE	-\$0.18	
	ITEMS = 16	YOU SAVED \$8.84	
=====			

STORE 197 TRN 63 REG 1
02-21-2020 01:54:40 PM

085 1AJC 001 02F1



0851AJC00102F1*

ALL returns & exchanges require
original receipt dated within