

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1262754
Vendor Name: Glen Ellyn Park District
Invoice Number: PE2019-1119-00014
Invoice Date: 03/23/20
PO Number:
Check Number: 0266628
Check Amount: \$ 2,065.00
Check Date: 04/14/2020
Department ID: 13290
Reviewer Name:
Voucher Number: V0613954
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: acctpay@cod.edu
Sent: Tue Mar 24 10:49:06 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Refunds for Glen Ellyn

From: Schultz, Eric <schultze399@cod.edu>
Sent: Monday, March 23, 2020 2:57 PM
To: Accounts Payable <acctpay@cod.edu>; Refakes, Eugene <refakese@cod.edu>
Subject: FW: Refunds for Glen Ellyn

Accts Payable staff / Eugene,

Good afternoon. Attached are two refund checks to Glen Ellyn Park District for cancelled events due to the college's stance on cancelling all events till May 14th.

Glen Ellyn did have a request, if these could be two separate checks. The checks are for different sections of the park district.

If we could honor their request to have these be two separate checks, it would be most appreciated....If you need something else from me, please let me know....

Thank you!!

From: Roberts, Ellen <roberts@cod.edu>
Sent: Monday, March 23, 2020 2:52 PM
To: Schultz, Eric <schultze399@cod.edu>
Subject: FW: Refunds for Glen Ellyn

Eric,

Attached are the two requests approved by me. I would suggest that when you submit these to accounts payable, you also send them to Eugene Refakes

Thanks,

Ellen

Ellen M. Roberts
Interim Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Schultz, Eric <schultze399@cod.edu>
Sent: Monday, March 23, 2020 12:32 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: Refunds for Glen Ellyn

Ellen, good afternoon! Hope all is well....

Here are two refunds for Glen Ellyn. If you could please sign and move forward to AP

** Also for the #2 refund, bonny sent me a note that she just noticed she put the deposit into the Soccer field rental..So that is why the refund is coming out of Soccer

** One thing, I am not sure if AP can respond, but Glen Ellyn, had requested individual checks, as they are for two different groups...

Can/would AP each as single check? If possible can you add that to your email

Thanks!

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: 3/23/2020
Vendor ID: VN1262754

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
PE2019-1119-00014	01	90	13290	4600006	Field Rental - Soccer	\$ 1,575.00
PE2019-1119-00014	01	90	13290	4509012	Event Supervision	\$ 490.00

Grand Total \$ 2,065.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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 and is due.
- ☐ 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.

03/24/20 - MARIA ZERRUDO

Payee Name: Glen Ellyn Park District Other Instructions: Cancelled Arena for March 16,23, April 6,13,20,27, May 4 due to CoronaVirus

Payee Address: Attn: Anne Bennett, 185 Spring Avenue, Glen Ellyn, IL 60137

Description on Check:

Cancellation due to CoronaVirus for Arena Usage for Youth Volleyball for 7 dates March-May, 2020.

Approvals:

Prepared By: Bonny Balfanz Approved By: **APPROVED** Date:
Signature: Bonny Balfanz Signature: By Eric Schultz at 12:26 pm, Mar 23, 2020
Payment Due: As soon as possible. Approved By: Date:
Board Approved Date: Signature: Date:
Approved By Division VP: **APPROVED** Date:
Signature: By Ellen M. Roberts at 2:49 pm, Mar 23, 2020

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 213Z A), acctpay@cod.edu

College of DuPage
P.E. Conf. & Event Services
425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
(630) 942-3319 Attn: Bonny Balfanz PE121
FEIN # - 36-2594972

Arena

INVOICE: PE 2019-1119-00014

Glen Ellyn Park District
Attn: Anne Bennett
185 Spring Avenue
Glen Ellyn, IL 60137

Invoice Date: March 23, 2020

DUE DATE: REFUND Due

AMOUNT DUE: (\$2,065.00)

Detach and mail with your payment.

VENDOR NAME: Glen Ellyn Park District

INVOICE: PE 2019-1119-00014

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
	RENTAL -		
	Youth Volleyball Practice at COD		
8	March 9,16,23, April 6,13,20,27, May 4	\$225.00	\$1,800.00
16	Pool Supervision for above dates	\$35.00	\$560.00
		Sub Total	\$2,360.00
1	March 9, 2020 utilized Arena	(\$225.00)	(\$225.00)
1	March 9, 2020 utilized Event Supervision	(\$70.00)	(\$70.00)
		Total	\$2,065.00
1	Total Paid Check #51331 on 2/21/2020	(\$2,360.00)	(\$2,360.00)
	Cancelled due to CoronaVirus - REFUND DUE		(\$2,065.00)

College of DuPage