

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1262754

Vendor Name: Glen Ellyn Park District

Invoice Number: PE2019-0923-00029

Invoice Date: 03/23/20

PO Number:

Check Number: 0266629

Check Amount: \$ 1,980.00

Check Date: 04/14/2020

Department ID: 13290

Reviewer Name:

Voucher Number: V0614266

Redaction Type: Other

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

Document Below

From: acctpay@cod.edu
Sent: Tue Mar 24 10:48:47 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 Descrip.	Amount
PE2019-0923-00029	01	90	13290	4600003	Room Rental - Pool	\$ 1,430.00
PE2019-0923-00029	01	90	13290	4509012	Event Supervision	\$ 550.00

Grand Total \$ 1,980.00

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

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. 03/24/20 - MARIA ZERRUDO
- ☐ 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: Glen Ellyn Park District Other Instructions: Cancelled Lifeguard Training fro May 9,10,16 & 17, 2020 due to CoronaVirus

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

Description on Check:

Cancellation due to CoronaVirus for Life Guard Training May 9,10,16 & 17, 2020

Approvals:

Prepared By: Bonny Balfanz Approved By: APPROVED By Eric Schultz at 12:27 pm, Mar 23, 2020 Date: _____
Signature: Bonny Balfanz Signature: _____
Payment Due: As soon as possible Approved By: _____ Date: _____
Board Approved Date: _____ Signature: _____
Approved By Division VP: APPROVED By Ellen M. Roberts at 2:48 pm, Mar 23, 2020 Date: _____
Signature: _____

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

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

Attn: Bonny Balfanz PE121

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

INVOICE: PE 2019-0923-00029

Updated
Invoice Date: March 23, 2020

DUE DATE: REFUND Due

AMOUNT DUE: (\$1,980.00)

Detach and mail with your payment.

VENDOR NAME: Glen Ellyn Park District

INVOICE: PE 2019-0923-00029

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
	RENTAL -		
	Life Guard Training at COD May 2020		
22	May 9, 10, 16 & 17, 2020	\$65.00	\$1,430.00
22	Pool Supervision for above dates	\$25.00	\$550.00
		Sub Total	\$1,980.00
1	Total Due	\$1,980.00	\$1,980.00
1	Paid in Full Check 51241 on 2/10/2020	(\$1,980.00)	(\$1,980.00)
		Balance due	\$0.00
	Cancelled due to CoronaVirus - REFUND DUE	(\$1,980.00)	(\$1,980.00)

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