

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1011274

Vendor Name: Harper College

Invoice Number: 031720

Invoice Date: 03/17/20

PO Number:

Check Number: 0266634

Check Amount: \$ 275.00

Check Date: 04/14/2020

Department ID: 00440

Reviewer Name:

Voucher Number: V0609774

Redaction Type: Other

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

Document Below

From: doguimm@cod.edu

Sent: Thu Mar 19 16:37:28 CDT 2020

To: invoicing@cod.edu

CC: dulceakt@cod.edu

Subject: Check Request - Reimbursing Attendees from Harper College for Cancelled COD Food Insecurity Summit

Hello, Invoicing Department,

I have a few of these to send 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.

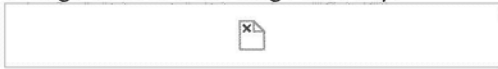
This one is for the attendees coming from Harper College for a total reimbursement amount of \$275.

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 - 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: 3/17/2020
Vendor ID: 1011274

| Invoice Number | Fund | Func. | Dept. | Object | Object Descrip. | Amount |
|----------------|------|-------|-------|---------|------------------------|-----------|
| | 01 | 30 | 00440 | 4900099 | Miscellaneous Revenues | \$ 275.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Grand Total \$ 275.00

AP VERIFIED

Check the appropriate box below and sign

03/23/20 - BETHANY CRUSE

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: Harper College
Payee Address: 1200 West Algonquin Road,
Palatine, IL 60067-7398

Other Instructions:

Description on Check:

Refund 5 Harper College attendees - cancelled COD Food Insecurity Summit

Approvals:

Prepared By: Melissa Doguim
Signature: Melissa Doguim
Payment Due:
Board Approved Date:

Approved By: Dr. Diana Del Rosario
Signature: Diana Del Rosario
Approved By:
Signature:
Approved By Division VP:
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.



Harper College

1200 West Algonquin Road
Palatine, Illinois 60067-7398

JPMorgan Chase Bank, N.A.
Chicago, IL

Check No.

6457068

2-1/710

Date

26-Feb-20

Amount

\$55.00

Fifty-Five Dollars And Zero Cents*****

PAY TO
THE
ORDER
OF

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

Ron Kelly

TREASURER



⑈0006457068⑈ ⑆071000013⑆ 009432469⑈



Harper College

1200 West Algonquin Road
Palatine, Illinois 60067-7398

DATE : 26-Feb-20

847.925.6998

VENDOR ID

163

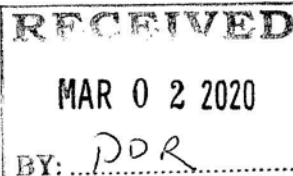
NAME

College of DuPage

CHECK NO.

6457068

| | | Amount |
|--|--|--------|
| | | 55.00 |
| | | 55.00 |
| If you are interested in Direct Deposit of your funds, please contact ap@harpercollege.edu . | | |





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:

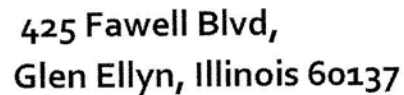
ATTN: Melissa Doguim

Office of Student Affairs, BIC 3400

College of DuPage

425 Fawell Blvd,

Glen Ellyn, IL 60137



INVOICE No: 00001

| | | |
|----------------------------------|--------|----------|
| Payment Terms – Due Upon Receipt | Summit | \$55 per |
| | Fee: | person |

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





Harper College

1200 West Algonquin Road
Palatine, Illinois 60067-7398

JPMorgan Chase Bank, N.A.
Chicago, IL

Check No.

6456953

2-1/710

Date

21-Feb-20

Amount

\$220.00

Two Hundred Twenty Dollars And Zero Cents*****

PAY TO
THE
ORDER
OF

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

Paul Kelly

TREASURER



⑈0006456953⑈ ⑆071000013⑆

009432469⑈



Harper College

1200 West Algonquin Road
Palatine, Illinois 60067-7398

DATE : 21-Feb-20

847.925.6998

VENDOR ID

163

NAME

College of DuPage

CHECK NO.

6456953



| Amount |
|--------|
| 55.00 |
| 55.00 |
| 55.00 |
| 55.00 |
| 220.00 |

If you are interested in Direct Deposit of your funds, please contact ap@harpercollege.edu.