

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086122

Vendor Name: ICCB-IL Community College

Invoice Number: 00003

Invoice Date: 04/06/20

PO Number:

Check Number: 0266640

Check Amount: \$ 55.00

Check Date: 04/14/2020

Department ID: 00440

Reviewer Name:

Voucher Number: V0616975

Redaction Type: Other

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

Document Below

From: doguimm@cod.edu
Sent: Fri Apr 10 08:46:40 CDT 2020
To: invoicing@cod.edu
CC: dulceakt@cod.edu
Subject: CHECK REQUEST FORM_MLD_Reimburse Cancelled Summit - ICCB_MLD_DDR.pdf

Hello, Accounts Payable,
Hope all is well with you in this 4th week of our social distancing.
Please find the attached check request for reimbursement to the ICCB for [REDACTED] donation to our cancelled Food Insecurity Summit.
It has been digitally signed by Dr. Del Rosario.
Please let me know if you have any questions.

Have a great weekend!
Thank you,

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 students seeking help, resources can be found at: <https://cod.edu/coronavirus/student-resources.aspx>
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: 4/6/2020
Vendor ID: 1086122

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

Grand Total

\$ 55.00

AP VERIFIED

04/10/20 - BETHANY CRUSE

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: Illinois Community College Board
ATTN: Zula Lee

Payee Address: 401 East Capital Avenue Springfield,
IL 62701

Other
Instructions:

ATTN: Zula Lee

Description on Check:

Refund ICCB attend OD Food Insecurity Summit

Approvals:

Prepared By: Melissa Doguim
Signature: Melissa Doguim Digitally signed by Melissa Doguim
Date: 2020.04.06 15:31:57 -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: 2020.04.08 19:32:46 -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.

From: [Zula Lee](#)
To: [Whitney Thompson](#); [Doguim, Melissa](#)
Subject: RE: IL Funds Payment
Date: Tuesday, March 31, 2020 2:55:00 PM
Attachments: [image003.png](#)

Please return the payment to:

ICCB
Attn: Zula Lee
401 East Capitol Avenue
Springfield, IL 62701

Thank you

Zula Lee

Director for Finance and Operations
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701-1711

Phone: 217-785-0258
Fax: 217-524-4981
E-Mail: zula.lee@illinois.gov



From: Whitney Thompson
Sent: Tuesday, March 31, 2020 2:50 PM
To: Doguim, Melissa <doguimm@cod.edu>
Cc: Zula Lee <Zula.Lee@illinois.gov>
Subject: RE: IL Funds Payment

Hi Melissa,

No worries. I don't believe that is correct, but I am unsure where the exact payment would be returned to. I have included our fiscal staff on this message. I know Zula will have an answer.

Best,
Whitney

Whitney Thompson

Senior Director for Career and Technical Education

Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701
Phone: (217) 558-0318 | Fax: (217) 785-0090 | whitney.thompson@illinois.gov
www.iccb.org/cte

From: Doguim, Melissa [<mailto:doguimm@cod.edu>]
Sent: Monday, March 30, 2020 3:51 PM
To: Whitney Thompson <Whitney.Thompson@illinois.gov>
Subject: [SUSPICIOUS MESSAGE] [External] FW: IL Funds Payment

Dear Whitney,
Sorry for the multiple emails - Can you confirm this address for returning the payment for the Food Insecurity Summit?
509 South Sixth St.
Springfield, IL 62701-1874

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.



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VENDOR WARRANT DETAIL

[RETURN HOME](#)[VENDOR SUMMARY](#)[CONTRACT SEARCH](#)[PAYMENTS SEARCH](#)[PAYMENTS ISSUED](#)[PENDING PAYMENTS](#)[PAYMENTS NOTIFICATIONS](#)[➔ Return Back](#)**Warrant/EFT#: EF 0006241**

Fiscal Year		2020	Issue Date		03/26/20
Warrant Total		\$55.00	Warrant Status		
Agency		Contract	Invoice	Voucher	Agency Amount
684 - IL COMMUNITY COLLEGE BOARD			00003	000003293	\$55.00

IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0772	684	01	49001300	1274	\$55.00	AWARDS & GRANTS - LUMP SUM

Payment Voucher Description

Line	Text
1	20 0772 01 0000003406 03/13/2020 03/13/2020 00003
2	PAYMENT FOR INVOICE # 00003, REGISTRATION FEE FOR IL HIGHER
3	
4	ON MARCH 13TH, 2020 IN GLEN ELLYN, IL.
5	2000
61	PAYMENT FOR INVOICE # 00003



Account History Information

Account: 7139100577**Fund:** ILLINOIS LGIP

DUPAGE COMMUNITY COLLEGE DIST 502
ATTN SCOTT BRADY
425 FAWELL BLVD
GLEN ELLYN IL 60137-6708

Description	Confirmation Date	Trade Date	Shares	Price	Total Amount	Balance
SHARES PURCHASED - WIRE	03/27/2020	03/27/2020	55.000	\$1.00	\$55.00 +	55.000
INCOME DIVIDEND CASH	03/13/2020	03/13/2020	0.000	\$0.00	\$305.42	0.000
SAME DAY WIRE REDEMPTION	03/13/2020	03/13/2020	1,417,710.720	\$1.00	\$1,417,710.72 -	0.000
SHARES PURCHASED - WIRE	03/11/2020	03/11/2020	751,633.010	\$1.00	\$751,633.01 +	1,417,710.720
SHARES PURCHASED - WIRE	03/06/2020	03/06/2020	51,705.930	\$1.00	\$51,705.93 +	666,077.710
SHARES PURCHASED - WIRE	03/06/2020	03/06/2020	275,821.250	\$1.00	\$275,821.25 +	614,371.780
INCOME REINVEST	02/28/2020	02/28/2020	30.530	\$1.00	\$30.53 +	338,550.530
SHARES PURCHASED - WIRE	02/28/2020	02/28/2020	56,592.000	\$1.00	\$56,592.00 +	338,520.000
SHARES PURCHASED - WIRE	02/28/2020	02/28/2020	119,259.000	\$1.00	\$119,259.00 +	281,928.000
SHARES PURCHASED - WIRE	02/28/2020	02/28/2020	162,669.000	\$1.00	\$162,669.00 +	162,669.000
INCOME DIVIDEND CASH	02/26/2020	02/26/2020	0.000	\$0.00	\$408.59	0.000
SAME DAY WIRE REDEMPTION	02/26/2020	02/26/2020	862,409.440	\$1.00	\$862,409.44 -	0.000
SHARES PURCHASED - WIRE	02/25/2020	02/25/2020	523,842.910	\$1.00	\$523,842.91 +	862,409.440
INCOME REINVEST	01/31/2020	01/31/2020	46.530	\$1.00	\$46.53 +	338,566.530
SHARES PURCHASED - WIRE	01/29/2020	01/29/2020	56,592.000	\$1.00	\$56,592.00 +	338,520.000
SHARES PURCHASED - WIRE	01/29/2020	01/29/2020	119,259.000	\$1.00	\$119,259.00 +	281,928.000
SHARES PURCHASED - WIRE	01/29/2020	01/29/2020	162,669.000	\$1.00	\$162,669.00 +	162,669.000
INCOME DIVIDEND CASH	01/28/2020	01/28/2020	0.000	\$0.00	\$2,965.15	0.000
SAME DAY WIRE REDEMPTION	01/28/2020	01/28/2020	3,918,646.840	\$1.00	\$3,918,646.84 -	0.000
SHARES PURCHASED - WIRE	01/27/2020	01/27/2020	56,592.000	\$1.00	\$56,592.00 +	3,918,646.840
SHARES PURCHASED - WIRE	01/27/2020	01/27/2020	119,259.000	\$1.00	\$119,259.00 +	3,862,054.840
SHARES PURCHASED - WIRE	01/27/2020	01/27/2020	180,322.000	\$1.00	\$180,322.00 +	3,742,795.840
SHARES PURCHASED - WIRE	01/14/2020	01/14/2020	2,133,916.470	\$1.00	\$2,133,916.47 +	3,562,473.840
SHARES PURCHASED - WIRE	01/09/2020	01/09/2020	260,088.120	\$1.00	\$260,088.12 +	1,428,557.370
SHARES PURCHASED - WIRE	01/08/2020	01/08/2020	119,259.000	\$1.00	\$119,259.00 +	1,168,469.250
SHARES PURCHASED - WIRE	01/08/2020	01/08/2020	56,592.000	\$1.00	\$56,592.00 +	1,049,210.250
SHARES PURCHASED - WIRE	01/08/2020	01/08/2020	162,669.000	\$1.00	\$162,669.00 +	992,618.250
INCOME REINVEST	12/31/2019	12/31/2019	462.980	\$1.00	\$462.98 +	829,949.250
SHARES PURCHASED - WIRE	12/23/2019	12/23/2019	14,917.000	\$1.00	\$14,917.00 +	829,486.270
SHARES PURCHASED - WIRE	12/20/2019	12/20/2019	751,633.010	\$1.00	\$751,633.01 +	814,569.270
SHARES PURCHASED - WIRE	12/20/2019	12/20/2019	44,995.180	\$1.00	\$44,995.18 +	62,936.260
SHARES PURCHASED - WIRE	12/20/2019	12/20/2019	5,911.230	\$1.00	\$5,911.23 +	17,941.080
SHARES PURCHASED - WIRE	12/20/2019	12/20/2019	6,984.850	\$1.00	\$6,984.85 +	12,029.850
SHARES PURCHASED - WIRE	12/20/2019	12/20/2019	5,045.000	\$1.00	\$5,045.00 +	5,045.000