

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086218

Vendor Name: Illinois Community College Ris

Invoice Number: 154

Invoice Date: 04/10/20

PO Number:

Check Number: 0266642

Check Amount: \$ 3,409.30

Check Date: 04/14/2020

Department ID: 00833

Reviewer Name:

Voucher Number: V0617631

Redaction Type: Other

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: 4/10/2020

Vendor ID: 1086218

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
#154	01	90	00833	5605001	General Insurance Exps	\$ 3,409.30

Grand Total

\$ 3,409.30

--- \$1,000 or 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. 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 Risk  
Management Consortium

Payee Address:

c/o Nugent Consulting Group  
2409 Peachtree  
Northbrook, IL 60062Other  
Instructions:

Description on Check:

Inv. #154. First quarter 2020 deductibles.

## Approvals:

Prepared By:

Vera Humphrey

Signature:

Vera Humphrey

Payment Due:

Board Approved Date:

Approved By:

Phil Gieschen

Date:

4/10/20

Signature:

Philip Gieschen

Approved By:

Ellen Roberts

Date:

4.13.2020

Signature:

Ellen M. Roberts

Approved By Division VP:

APPROVED

By Ellen M. Roberts at 4:22 pm, Apr 13, 2020

Date:

Signature:

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

-----  
From: cruseb199@cod.edu  
Sent: Tue Apr 14 08:47:37 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: ICCRMC Invoice - Check request  
-----

**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Monday, April 13, 2020 4:40 PM  
**To:** Refakes, Eugene <refakese@cod.edu>  
**Cc:** Mosher, Jill <mosher@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>; Gieschen, Philip <giesche@cod.edu>; Dagen, Yvette <dageny@cod.edu>  
**Subject:** FW: ICCRMC Invoice - Check request

Hi Eugene,

Attached is a check request for processing.

Thanks.

**Vera Humphrey**  
**Administrative Assistant to the**  
**Interim Vice President**  
**of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)

x

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Monday, April 13, 2020 4:23 PM  
**To:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** FW: ICCRMC Invoice - for your approval

Vera,

Here you go . . .

Thank you,

*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:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Friday, April 10, 2020 10:52 AM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** FW: ICCRMC Invoice - for your approval

Hi Ellen,

Attached is ICCRMC check request for your approval. Once you sign, please return it to me for further handling.

Thanks.

**Vera Humphrey**  
**Administrative Assistant to the**  
**Interim Vice President**  
**of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)

x

**From:** Gieschen, Philip <giesche@cod.edu>  
**Sent:** Friday, April 10, 2020 10:38 AM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Cc:** Dagen, Yvette <dageny@cod.edu>; Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** RE: ICCRMC Invoice

Here you go.

Phil Gieschen  
Coordinator of Risk Management  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
630/942-2993  
giesche@cod.edu

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**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Friday, April 10, 2020 10:26 AM  
**To:** Gieschen, Philip <giesche@cod.edu>  
**Cc:** Roberts, Ellen <roberts@cod.edu>; Dagen, Yvette <dageny@cod.edu>  
**Subject:** ICCRMC Invoice

Hi Phil,

Please sign the attached check request form and email it to Ellen for approval.

Just as an FYI... I asked Bethany in AP to let me know how ICCRMC was paid in recent years. Please see her reply below.

Thanks.

*Vera,  
Last paid 8/14/19 by check request. I cannot find the 2019 scan in perceptiv but the 2018 was prepared by Bob Hayley.  
2017 was prepared by Phil Gieschen.*

*Thanks*

*Bethany Cruse  
AP Lead  
College Of DuPage*

**Vera Humphrey  
Administrative Assistant to the  
Interim Vice President  
of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)

x



ICCRMC

c/o Nugent Consulting Group  
2409 Peachtree Lane  
IL 60062

# Invoice

Date	Invoice #
4/9/2020	154

Bill To
College of DuPage Ellen Roberts 425 22nd Street Glen Ellyn, IL 60137

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	First Quarter 2020 Deductibles	3,409.30	3,409.30
		<b>Total</b>	\$3,409.30



**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.