

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087564
Vendor Name: Midwest Jr Volleyball Inc
Invoice Number: PE-2019-0703-00012
Invoice Date: 03/23/20
PO Number:
Check Number: 0266677
Check Amount: \$ 3,300.00
Check Date: 04/14/2020
Department ID: 13290
Reviewer Name:
Voucher Number: V0609819
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: acctpay@cod.edu
Sent: Mon Mar 23 12:13:40 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Refund Midwest VB

From: Roberts, Ellen <roberts@cod.edu>
Sent: Monday, March 23, 2020 12:05 PM
To: Accounts Payable <acctpay@cod.edu>
Cc: Schultz, Eric <schultze399@cod.edu>
Subject: FW: Refund Midwest VB

Good morning,

The attached is being submitted for your processing and payment.

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: Schultz, Eric <schultze399@cod.edu>
Sent: Monday, March 23, 2020 10:18 AM
To: Roberts, Ellen <roberts@cod.edu>
Subject: Refund Midwest VB

Ellen, good morning. Can you please sign and move this check request forward to AP.
This is Midwest VB, cancelling of two of the 11 dates.

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: VN1087564

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
PE2019-0703-00012	01	90	13290	4600002	Room Rental - Arena	\$ 1,500.00
PE2019-0703-00012	01	90	13290	4509012	Event Supervision	\$ 1,800.00

Grand Total \$ 3,300.00

\$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. 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.

AP VERIFIED
03/23/20 - BETHANY CRUSE

Payee Name: Midwest Jr. Volleyball, Inc. Other Instructions: Refund due to CoronaVirus and cancellation of last 2 dates (April 19 & 26, 2020)

Payee Address: P.O. Box 92543, Henderson, NV 89009

Description on Check:

Refund for 2 dates not utilized for April 16 & 26, 2020 due to CoronaVirus.

Approvals:

Prepared By: Bonny Balfanz Approved By: APPROVED Date: By Eric Schultz at 10:14 am, Mar 23, 2020
Signature: Bonny Balfanz Signature:
Payment Due: As soon as possible. Approved By: Date:
Board Approved Date: Signature: APPROVED Date: By Ellen M. Roberts at 12:03 pm, Mar 23, 2020
Approved By Division VP: Signature:

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

College of DuPage
P. E. Event Services
425 Fawell Boulevard - Mail Code: PEC121
Glen Ellyn, Illinois 60137-6599
(630) 942-3319 Attn: Bonny Balfanz
FEIN # - 36-2594972

INVOICE: PE-2019-0703-00012

Midwest JR Volleyball, Inc.
Atn: Debra DiMatteo
1212 S. Naperville Blvd., Ste 119 #246
Naperville, IL 60540
Midwestjvb@gmail.com

Invoice Date: March 23, 2020

DUE DATE: Refund Amount AMOUNT DUE: (\$3,300.00)

Detach and mail with your payment.

VENDOR NAME: Midwest JR Volleyball, Inc. INVOICE: PE-2019-0703-00012

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
	Hosted Volleyball Rental of PE Arena		
11	January 5 - April 26, 2020 (11 dates)	\$750.00	\$8,250.00
900	Event Supervision hours by COD Softball Team	11 dates	\$9,900.00
	Amount transferred to Softball Fundraising Account or approx. 90 hours of work each date handled by the team		
		Grand Total	\$18,150.00
1	Payment Check #10666 12/18/2019	(\$18,150.00)	(\$18,150.00)
		Sub Total	\$0.00
2 dates	Refund of 2 date Canceled due to CoronaVirus	(\$3,300.00)	(\$3,300.00)
	April 19 & 26, 2020 are Cancelled.	Total Due	(\$3,300.00)