

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1553849

Vendor Name: Northwestern Memorial Foundati

Invoice Number: 031820

Invoice Date: 03/18/20

PO Number:

Check Number: 0266682

Check Amount: \$ 55.00

Check Date: 04/14/2020

Department ID: 00440

Reviewer Name:

Voucher Number: V0614629

Redaction Type: None

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: 3/18/2020
Vendor ID: 1553849

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

Grand Total \$ 55.00

AP VERIFIED

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.

03/26/20 - BETHANY CRUSE

Payee Name: Northwestern Memorial Healthcare
541 N. Fairbanks Ct.
16th Floor
Payee Address: Chicago, IL 60611

Other Instructions: Accounts Payable: Note Payee Name for this Vendor at this address in Colleague

Description on Check:

Refund NWM Registered Attendee - cancelled 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

 From: doguimm@cod.edu
 Sent: Tue Mar 24 14:11:22 CDT 2020
 To: invoicing@cod.edu
 CC: refakese@cod.edu,delrosariod@cod.edu
 Subject: Check Request to Reimburse Northwestern Medicine's Registration Fee for COD's Cancelled Food Insecurity Summit

Hello Invoicing Department,
 Please accept this signed check request form for another \$55.00 refund – this one to Northwestern Medicine’s Ann Marie Bianchi who was registered to attend our food insecurity summit which was cancelled due to COVID 19.
 This check request form *has Dr. Del Rosario’s authentic, stamped digital signature.*

*We have a special request and appreciate your consideration:
 See attached is a communication from IT’s Robert Littledale explaining the validity of this method of digital signing documents electronically.
 It may help to know that this digital signature could only have been electronically signed directly from Dr. Del Rosario’s IP address due to the nature of this technology. We respectfully ask for the Accounts Payable Department to kindly consider the acceptance of this digital signature method (and if so, do so consistently) - especially now that we all are having to work from home and not everyone has access to equipment to print out documents, sign by hand, and scan and return them as is preferred by Accounts Payable currently.
 As of now, we are still hoping for Accounts Payable’s consideration of accepting Dr. Del Rosario’s digital signature on previous ones – see below list - like this.
 We thank you for thinking through this process with us to help keep things flowing efficiently.*

This one to Northwestern Medicine is our final Refund for the cancelled COD food insecurity summit.
 Below is a table of all of them and status of refunding these five institutions’ registrations to our cancelled food insecurity summit.

*(NOTE: “DDR” refers to Dr. Diana Del Rosario)

First Name	Last Name	Order Type	Status of Refunds	check number	Total Paid	Institution
		Paid with Check	Check Request for \$275 (\$55 x 5) signed by DDR and sent to Invoicing on 3/19/2020	6457068	\$ 55.00	Harper College
		Paid with Check		6456953	\$ 55.00	Harper College
		Paid with Check		6456953	\$ 55.00	Harper College
		Paid with Check		6456953	\$ 55.00	Harper College
		Paid with Check		6456953	\$ 55.00	Harper College
		Paid with Check		6456953	\$ 55.00	Harper College
		Paid with Check	Check Request sign by DDR and sent to Invoicing on 3/19/2020	754829	\$ 55.00	Illinois Valley Community College
			Check Request sign by DDR and sent to Invoicing on 3/19/2020. Rejected by Accounts Payable due to digital signature method not accepted. As of 3/24/20 we are working with the AP staff to resolve.			
		Paid with Check		23166673	\$ 55.00	Kennedy-King College

Check Request sign by DDR
and sent to Invoicing on
3/24/2020

352437 \$ 55.00 NorthWestern Medicine

Very respectfully,

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

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.

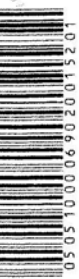
NORTHWESTERN MEMORIAL HEALTHCARE
541 N. Fairbanks Ct., 16th Floor
Chicago, Illinois 60611

PAGE: 1 of 1

DATE: February 20, 2020
TRACE NUMBER: 5546621352437
CHECK NUMBER: 352437
AMOUNT PAID: \$55.00

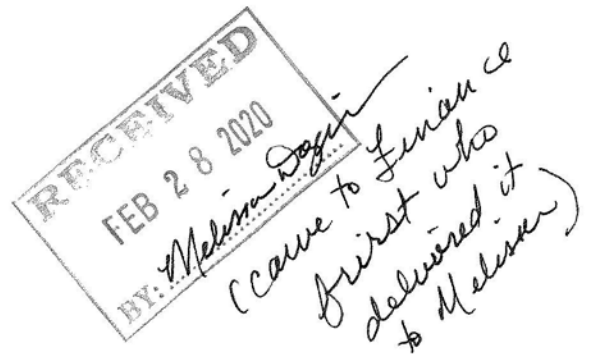
(Ann Marie Bianchi - NorthWestern Medicine)

00152 10196 CKS ZA 20050 - 0000352437 YNNNNNNNNNN 0505100006902 X375A1 C
COLLEGE OF DUPAGE
425 FAWELL BLVD.
GLEN ELLYN IL 60137



VENDOR NO: 0000030153

INVOICE NO.	INVOICE DATE	VOUCHER	GROSS AMOUNT	DISCOUNT	NET AMOUNT
1	02/14/20	02316177	\$55.00	\$0.00	\$55.00
Attn: Melissa Doguim Office of Student Affairs BIC 3400					
TOTALS			\$55.00	\$0.00	\$55.00



PLEASE DETACH BEFORE DEPOSITING CHECK



NORTHWESTERN MEMORIAL HEALTHCARE
541 N. Fairbanks Ct., 16th Floor
Chicago, Illinois 60611

CHECK
NUMBER 352437

2-1
710

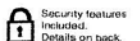
February 20, 2020

PAY TO THE ORDER OF: COLLEGE OF DUPAGE
425 FAWELL BLVD.
GLEN ELLYN, IL 60137

CHECK AMOUNT

\$55.00

EXACTLY *****55 DOLLARS AND 00 CENTS



JPMorgan Chase Bank, N.A.
Chicago, Illinois

John A. Desme

352437 0710000131

5546621

From: "Littledale, Robert" <littlel@cod.edu>
To: "Doguim, Melissa" <doguimm@cod.edu>
Subject: Re: Electronic Signatures question
Date: Tue, 24 Mar 2020 13:43:21 +0000
Message-ID: <90f75be8dd30454a91b445796aefc612@cod.edu >

Melissa,

This is the evaluation of the electronic age. Meaning this is the way needed signatures are applied to documents.

It works,

Rob


From: Doguim, Melissa
Sent: Tuesday, March 24, 2020 8:35 AM
To: Littledale, Robert
Subject: Electronic Signatures question

Hi there!

Good morning – hope you are well ☺

In this period of working remotely, I have a very question about digital signatures. How robust are they and do you feel they are valid in most cases? We have some confusion going on about the best way to sign things electronically.

I'm a fan of the digital signatures - they have this nice feature that validates them:


 Digitally signed by Diana Del
Rosario
Date: 2020.03.19 16:20:42 -05'00'

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.

 **College of DuPage**

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>