

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1178337

Vendor Name: Phi Theta Kappa

Invoice Number: 030320

Invoice Date: 03/03/20

PO Number:

Check Number: 0266698

Check Amount: \$ 390.00

Check Date: 04/14/2020

Department ID: 12691

Reviewer Name:

Voucher Number: V0615865

Redaction Type: FERPA

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

Document Below

From: cruseb199@cod.edu
Sent: Wed Apr 01 15:15:14 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Request - Phi Theta Kappa

From: Accounts Payable <acctpay@cod.edu>
Sent: Wednesday, April 1, 2020 3:02 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: Check Request - Phi Theta Kappa

Bethany,
Please process

From: Hernandez, Shannon <hernan@cod.edu>
Sent: Tuesday, March 31, 2020 5:00 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Request - Phi Theta Kappa

Thanks!

Shannon

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: 3/31/2020
Vendor ID: 1178337

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	10	99	12691	2500099	Funds Held in Custody of Other	\$ 390.00
Grand Total						\$ 390.00

AP VERIFIED

04/02/20 - 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: Phi Theta Kappa

Other Instructions:

Payee Address: P.O. Box 13729, Jackson, MS 39261

Description on Check:

Payment for membership fees for Presidential Scholars. (Makowski, Gou, Jacoby, Pablo, Imrisek, Gough)

Approvals:

Prepared By: Shannon Hernandez

Approved By: Chuck Steele Date: 3/31/20

Signature: Shannon Hernandez

Signature: Chuck Steele

Payment Due: 4/17/2020

Approved By: Date:

Board Approved Date:

Signature:

Approved By Division VP: Date:

Signature:

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



Phi Theta Kappa

1625 Eastover Drive, Jackson, MS, 39211, USA
Phone: 800-946-9999 Email: help@ptk.org

INVOICE

Date: 04-Mar-2020

Order Number: 1073834378
Order Date: 03-Mar-2020
Invoice Number: 0003423721

Phi Beta Chapter
Attn: Mrs. Shannon Hernandez
College of Dupage - Glen Ellyn Campus
425 Fawell Blvd
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer						
PH2-C-PH2-C - Phi Beta Chapter Membership - C	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phi Theta Kappa International Membership	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Region Membership 03-Mar-2020 to	1	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Chapter Membership 03-Mar-2020 to	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Shipping:						\$0.00
Tax:						\$0.00
Order Total :						\$65.00
Paid to Date:						\$0.00
Current Amount Due:						\$65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0

Phi Beta Chapter

Order No.: 1073834378

Invoice No: 0003423721

Balance Due(USD):

\$65.00

Credit Card #

Exp. Date: ____/____/____

CVV2: ____

Amount: _____

Credit Cards Accepted - (AE, VS, MC)

Send payments to:

Phi Theta Kappa
P.O. Box 13729
Jackson, MS 39236



Phi Theta Kappa

1625 Eastover Drive, Jackson, MS, 39211, USA
Phone: 800-946-9975 Email: help@ptk.org

INVOICE

Date: 11-Mar-2020

Order Number: 1073849151
Order Date: 10-Mar-2020
Invoice Number: 0003441882Phi Beta Chapter
Attn: Mrs. Shannon Hernandez
College of Dupage - Glen Ellyn Campus
425 Fawell Blvd
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Shin Customer						
Chapter Membership - C	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phi Theta Kappa International Membership -2024	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Illinois Region Membership 10-Mar-2020 to	1	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Chapter Membership 10-Mar-2020 to	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Shipping:						\$0.00
Tax:						\$0.00
Order Total :						\$65.00
Paid to Date:						\$0.00
Current Amount Due:						\$65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0

Phi Beta Chapter

Order No.: 1073849151

Invoice No: 0003441882

Balance Due(USD):

\$65.00

Credit Card #

Exp. Date:

CVV2:

Amount:

Credit Cards Accepted - (AE, VS, MC)

Send payments to:

Phi Theta Kappa
P.O. Box 13729
Jackson, MS 39236



Phi Theta Kappa

1625 Eastover Drive, Jackson, MS, 39211, USA
Phone: 800-946-9995 Email: help@ptk.org

INVOICE

Date: 04-Mar-2020

Order Number: 1073834377

Order Date: 03-Mar-2020

Invoice Number: 0003423720

Phi Beta Chapter
Attn: Mrs. Shannon Hernandez
College of Dupage - Glen Ellyn Campus
425 Fawell Blvd
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer						
Chapter Membership - C	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phi Theta Kappa International Membership	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Phi Theta Kappa Region Membership 03-Mar-2020 to	1	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Chapter Membership 03-Mar-2020 to	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Shipping: \$0.00

Tax: \$0.00

Order Total: \$65.00

Paid to Date: \$0.00

Current Amount Due: \$65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0 Phi Beta Chapter

Order No.: 1073834377 Invoice No: 0003423720

Balance Due(USD): \$65.00

Credit Card #: Exp. Date: CVV2: Amount:

Credit Cards Accepted - (AE, VS, MC)

Send payments to:
Phi Theta Kappa
P.O. Box 13729
Jackson, MS 39236

**Phi Theta Kappa**

1628 Eastover Drive, Jackson, MS, 39211, USA

Phone: 800-946-9995 Email: help@ptk.org

INVOICE

Date: 04-Mar-2020

Order Number: 1073834375

Order Date: 03-Mar-2020

Invoice Number: 0003423718

Phi Beta Chapter
Attn: Mrs. Shannon Hernandez
College of Dupage - Glen Ellyn Campus
425 Fawell Blvd
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Shin Customer						
Chapter Membership - C	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phi Theta Kappa International Membership	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Region Membership 03-Mar-2020 to	1	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Chapter Membership 03-Mar-2020 to	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Shipping:						\$0.00
Tax:						\$0.00
Order Total :						\$65.00
Paid to Date:						\$0.00
Current Amount Due:						\$65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0

Phi Beta Chapter

Order No.: 1073834375

Invoice No: 0003423718

Balance Due(USD):

\$65.00

Credit Card #

Exp. Date: ____ / ____ CVV2: ____

Amount: ____

Credit Cards Accepted - (AE, VS, MC)

Send payments to

Phi Theta Kappa
P.O. Box 13729
Jackson, MS 39236

**Phi Theta Kappa**1625 Eastover Drive, Jackson, MS, 39211, USA
Phone: 800-946-9995 Email: help@ptk.org**INVOICE**

Date: 04-Mar-2020

Order Number: 1073834374

Order Date: 03-Mar-2020

Invoice Number: 0003423717

Phi Beta Chapter
Attn: Mrs. Shannon Hernandez
College of Dupage - Glen Ellyn Campus
425 Fawell Blvd
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Phi Beta Chapter Membership - C	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phi Theta Kappa International Membership	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Phi Beta Chapter Region Membership 03-Mar-2020 to	1	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Phi Beta Chapter Membership 03-Mar-2020 to	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Shipping: \$0.00

Tax: \$0.00

Order Total: \$65.00

Paid to Date: \$0.00

Current Amount Due: \$65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0 Phi Beta Chapter

Order No.: 1073834374 Invoice No: 0003423717

Balance Due(USD): \$65.00

Credit Card # _____ Exp. Date: ____ / ____ CVV2: _____ Amount: _____

Credit Cards Accepted - (AE, VS, MC)

Send payments to: Phi Theta Kappa
P.O. Box 13729
Jackson, MS 39236



Phi Theta Kappa

1625 Eastover Drive, Jackson, MS, 39211, USA

Phone: 800-946-9995 Email: help@pthk.org

INVOICE

Date: 04-Mar-2020

Order Number: 1073834373

Order Date: 03-Mar-2020

Invoice Number: 0003423716

Phi Beta Chapter
Attn: Mrs. Shannon Hernandez
College of Dupage - Glen Ellyn Campus
425 Fawell Blvd
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer						
Phi Beta Chapter Membership - C	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phi Theta Kappa International Membership	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Phi Beta Chapter Region Membership 03-Mar-2020 to	1	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Phi Beta Chapter Membership 03-Mar-2020 to	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Shipping: \$0.00

Tax: \$0.00

Order Total: \$65.00

Paid to Date: \$0.00

Current Amount Due: \$65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0

Phi Beta Chapter

Order No: 1073834373

Invoice No: 0003423716

Balance Due(USD): \$65.00

Credit Card #

Exp. Date: / CVV2:

Amount:

Credit Cards Accepted - (AE, VS, MC)

Send payments to:

Phi Theta Kappa
P.O. Box 13729
Jackson, MS 39236