

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1606477

Vendor Name: Midwest Fruit Explorers

Invoice Number: CES20200107-00047

Invoice Date: 04/28/20

PO Number:

Check Number: 0267873

Check Amount: \$ 127.00

Check Date: 05/12/2020

Department ID: 13290

Reviewer Name:

Voucher Number: V0621667

Redaction Type: None

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

Document Below

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From: acctpay@cod.edu  
Sent: Tue Apr 28 14:05:36 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Refund Request - Midwest Fruit Explorers  
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**From:** Roberts, Ellen  
**Sent:** Tuesday, April 28, 2020 1:29 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Cc:** Schultz, Eric <schantze399@cod.edu>  
**Subject:** FW: Refund Request - Midwest Fruit Explorers

Good afternoon,

The attached is ready for processing.

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 <schantze399@cod.edu>  
**Sent:** Tuesday, April 28, 2020 1:09 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** FW: Refund Request - Midwest Fruit Explorers

Ellen, can you please sign and move this on to AP.....  
Thank you!

**From:** Charles, Jennifer <charlesj36@cod.edu>  
**Sent:** Tuesday, April 28, 2020 12:05 PM  
**To:** Schultz, Eric <schantze399@cod.edu>  
**Subject:** Refund Request - Midwest Fruit Explorers

Hi Eric,

Please see attached for the refund check request for MidFEx.

Let me know if you have any questions.

Jen

Jennifer Charles  
Conference and Event Specialist  
College of DuPage

College of DuPage - Accounts Payable  
Check Request Form  
revised 4/14/2020

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: 4/28/2020  
Vendor ID: 1606477

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CES20200107-00047	01	90	13290	4600001	Facilities Rental	\$ 127.00

**AP VERIFIED**  
**04/29/20 - BETHANY CRUSE**

Grand Total

\$ 127.00

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: Midwest Fruit Explorers (MidFEx)  
c/o Jeffrey Postwaite

Payee Address: P.O. Box 93  
Markham, IL 60428

Other Instructions:

Description on Check:

Refund for Event/Space Rental Cancelation due to COVID 19

Approvals:

Prepared By: Jennifer Charles

Signature: *Jennifer Charles*

Payment Due:

Board Approved Date:

Approved By: **APPROVED** Date:   
By Eric Schultz at 1:05 pm, Apr 28, 2020

Signature:   
Approved By:   
Date:   
Signature:   
Approved By Division VP: **APPROVED** Date:   
By Ellen M. Roberts at 1:28 pm, Apr 28, 2020

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



## Non-Accounts Receivable Deposit Form

## Instructions

Instructions: [Click Here](#)

Complete the form in its entirety and attach the required software system deposit reports. Print the eForm before submitting the form. Please use Chrome or Firefox to complete the form.

**Deposit Information** \* is a required field

Date:\*

01-30-2020

Remitter:\*

**Jennifer Charles**

Remitter Phone:\*

3953

Department:\*

## Conference and Event Services

Event:\*

CES20200107-00047 - MidFEx

NARD Code:\*

**CONF**

NARD System:\*

## Converge

GL Number				Deposit Amount (\$)	Description
01	90	13290	4600001	127.00	Event Space Deposit
Grand Total				127.00	

### Breakdown of Deposit Amounts

Cash:

Checks:

American Express:

**Discover:**

MasterCard:

**Visa:**

**Wire:**

**Total Deposit:**

MP