

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1605716

Vendor Name: Nuts Bolts & Thingamajigs

Invoice Number: 041320

Invoice Date: 04/16/20

PO Number:

Check Number: 0267880

Check Amount: \$ 3,000.00

Check Date: 05/12/2020

Department ID: 06502

Reviewer Name:

Voucher Number: V0622275

Redaction Type: None

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

Document Below

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: 4/16/2020
Vendor ID: 1605716

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
041320	06	40	06502	4800001	Nongovernment Gifts/Grants	\$ 3,000.00

Grand Total \$ 3,000.00

--- \$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, or other items 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, or other items requested have not 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: Nuts, Bolts & Thingamajigs
Attention: Dana Brown
2135 Point Boulevard
Elgin, IL 60123

Payee Address: Elgin, IL 60123

Other
Instructions:

Description on Check:

College of DuPage grant funds refund.

Approvals:

Prepared By: Yvonne Bedford

Approved By: Dan Deasy

Date:

Signature:

Signature:

Payment Due: ASAP

Approved By: Kirk Overstreet

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature: Mark Curtis-Chavez

5/6/2020

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

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.

From: bedford@cod.edu
Sent: Wed May 06 16:42:32 CDT 2020
To: invoicing@cod.edu
CC: cruseb199@cod.edu
Subject: Fw: Check Request 3K Nuts & Bolts Grant

Hello,
Please process the attached Check Request for payment with back up documentation attached.
This must be paid before June 1.
Thank you,
Yvonne Bedford
Continuing Education

From: Groves, Barbara
Sent: Wednesday, May 6, 2020 3:41 PM
To: Bedford, Yvonne
Cc: McConnell, Amy
Subject: RE: Check Request 3K Nuts & Bolts Grant

Hi Yvonne,

So sorry for the delay. Please find the signed and approved check request attached.

Take Care,

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

From: Bedford, Yvonne <bedford@cod.edu>
Sent: Monday, May 4, 2020 11:55 AM
To: Groves, Barbara <grovesb16@cod.edu>
Subject: Check Request 3K Nuts & Bolts Grant
Importance: High

Hi Barb,

Trust all is well for you.

Amy stated that she forwarded on the Check Request for Nuts & Bolts (Grant) in the amount of 3K to the Provost. Can you tell me if it has been signed/approved?

I have to get that to accounts payable before the Thursday check cut deadline.

Thanks for your help with this follow up.

Yvonne Bedford
Continuing Education

From: Dana Brown
To: [Greenfield, Jenna](#)
Cc: [Frank, Marcia](#); [Jursinic, Maki](#)
Subject: RE: NBT Statement on COVID-19 pertaining to Summer Manufacturing Camps - cancelations
Date: Monday, April 13, 2020 5:30:19 PM

Hi Jenna,

Thanks for the update. We certainly understand your decision to cancel your NBT Summer Manufacturing Camps due to the extraordinary circumstances caused by the COVID-19 virus pandemic.

Due to the cancelations, please return the grant funds of \$3,000 issued to you in January. We ask that you return the funds no later than June 1, if possible. Please make the check payable to Nuts, Bolts & Thingamajigs and mail it to my attention at the address below in my signature.

Rest assured that your applications will be given top priority consideration for camp grants in 2021. We wish you well and look forward to working with you next year!

Stay safe,

Dana Brown
Foundation Assistant
Nuts, Bolts & Thingamajigs
The Foundation of the Fabricators & Manufacturers Association, International®
2135 Point Boulevard
Elgin, IL 60123
dbrown@fmanet.org | Phone: (815) 227-8205



[Visit NBT's website to see how you can become involved in developing the next generation of manufacturers!](#)

[Scholarships](#) – Spring 2021 application open July 1 – Sept. 30, 2020

[Summer manufacturing camps](#) – 2021 camp grant application open July 1 - Dec. 1, 2020

From: Greenfield, Jenna <pollyj@cod.edu>
Sent: Monday, April 13, 2020 3:30 PM
To: Dana Brown <dbrown@fmanet.org>
Cc: Frank, Marcia <frankm182@cod.edu>; Jursinic, Maki <jursinicm@cod.edu>
Subject: RE: NBT Statement on COVID-19 pertaining to Summer Manufacturing Camps

*** EXTERNAL EMAIL ***

Hello Dana,

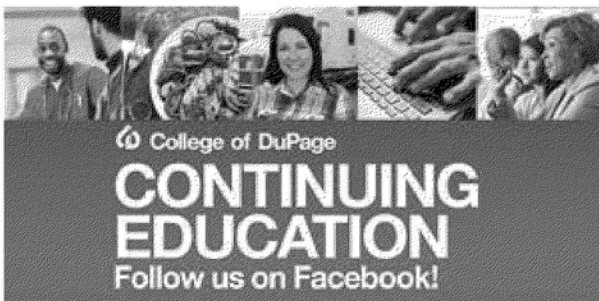
I hope you are doing well and staying safe during these uncertain times.

With the health and safety of our community in mind, College of DuPage will not be holding any in-person programs this summer. With that said, we will be cancelling both of our NBT Manufacturing Camps for this summer (GADgET Girls and Dream It, Build It). We are very sad to have to cancel these camps, and plan to offer them again next summer. Please let me know the next steps for these cancellations.

Thank you,
Jenna

Jenna Greenfield
Program Coordinator
Continuing Education
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Phone: (630) 942-3076 | pollyj@cod.edu | cod.edu/conted | cod.edu/youth



From: Dana Brown [<mailto:dbrown@fmanet.org>]

Sent: Friday, March 20, 2020 3:44 PM

Subject: NBT Statement on COVID-19 pertaining to Summer Manufacturing Camps

Good afternoon,

At this difficult time, we wanted you to know that Nuts, Bolts & Thingamajigs® (NBT) appreciates that school districts and educational institutions across the country are taking precautionary measures to address COVID-19 concerns. As NBT's top priority is to provide healthy and safe learning environments for middle and high school students, we are closely monitoring the situation as it

pertains to NBT Summer Manufacturing Camps.

As the director/host of an NBT Manufacturing Camp, if you need to postpone your camp to a later date this year or cancel your 2020 summer camp, please notify me as early as possible and I will advise you of the next steps. The most up-to date map and listing of 2020 NBT Camps can be found at nbtfoundation.org/camps.

Thank you and stay well!

Dana Brown
Foundation Assistant
Nuts, Bolts & Thingamajigs
The Foundation of the Fabricators & Manufacturers Association, International®
2135 Point Boulevard
Elgin, IL 60123
dbrown@fmanet.org | Phone: (815) 227-8205



Visit NBT's website to see how you can become involved in developing the next generation of manufacturers!

Scholarships – Fall 2020 application open Jan. 1 – March 31, 2020

Summer manufacturing camps – 2021 camp grant application open July 1 - Dec. 1, 2020

This email message and any attachments are intended solely for the person(s) to which it is addressed. This communication is intended to be and to remain confidential. If you have received this email in error, please notify the sender immediately and delete this message and its attachments. Do not deliver, distribute, or copy this email and/or any attachments and if you are not the intended recipient, do not disclose the contents or take action based on the information included in this email and/or any attachments. This email is not intended to constitute offer or acceptance of a contract and/or contract modification(s).

This email message and any attachments are intended solely for the person(s) to which it is addressed. This communication is intended to be and to remain confidential. If you have received this email in error, please notify the sender immediately and delete this message and its attachments. Do not deliver, distribute, or copy this email and/or any attachments and if you are not the intended recipient, do not disclose the contents or take action based on the information included in this email and/or any attachments. This email is not intended to constitute offer or acceptance of a contract and/or contract modification(s).