

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087636
Vendor Name: Carol Stream Postmaster
Invoice Number: 834988
Invoice Date: 05/07/20
PO Number:
Check Number: 0267964
Check Amount: \$ 911.86
Check Date: 05/15/2020
Department ID: 11101
Reviewer Name:
Voucher Number: V0622679
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Fri May 15 11:11:11 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Manual Check Carol Stream Postage -Manual check requested approved

From: Humphrey, Vera
Sent: Thursday, May 7, 2020 4:00 PM
To: Refakes, Eugene <refakese@cod.edu>
Cc: Raffel, Roland H <raffel@cod.edu>; McGowan, Ellen <mcgowan@cod.edu>
Subject: FW: Manual Check Carol Stream Postage -Manual check requested approved
Importance: High

Hi Eugene,

Ellen Roberts has approved manual check request. Please process and contact Ellen McGowan for pick up.

Thanks!

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)



From: Roberts, Ellen <roberts@cod.edu>
Sent: Thursday, May 7, 2020 3:42 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: FW: Manual Check Carol Stream Postage - Approval requested
Importance: High

Vera,

Signed form is attached.

Thank you!

Ellen

Ellen M. Roberts
Interim Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu

roberts@cod.edu
630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, May 7, 2020 2:33 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Check Carol Stream Postage - Approval requested
Importance: High

Hi Ellen,

For your approval, attached is a manual check request for postage for Buffalo Theatre Season Brochure Mailing.

Once you approve, please return to me for further handling.

Thanks.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)



From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Thursday, May 7, 2020 1:51 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>; Raffel, Roland H <raffel@cod.edu>
Subject: Manual Check Carol Stream Postage
Importance: High

Hi Vera,
Hope you are surviving!

Attached is another postage check, Buffalo Theatre Season Brochure Mailing.
Please have Ellen Roberts approve the manual and then forward to Eugene for processing.

Eugene-Please let me know when ready. I need to pick it up again and take to the printing company for deposit.

Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

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College of DuPage - Accounts Payable

Check Request Form

revised 3/27/17

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 - Check Request Procedure No. 10-65

Date: 5/7/2020
Vendor ID: 1087636

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
834988		05	60	11101	5404003	Postage	\$ 911.86
Grand Total							\$ 911.86

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 and that the 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**05/15/20 - MARIA ZERRUDO**

Payee Name: Carol Stream Postmaster
Payee Address: 550 Fullerton Avenue
Carol Stream, IL 60188

Other Instructions: Manual Check ASAP

ELLEN MCGOWAN MUST PICK UP CHECK.
DO NOT MAIL.

Description on Check:

2020-21 BTE (Buffalo Theatre Ensemble) Season Brochure Postage (qty 2,190) 03 POSTAGE (3 SHOWS: BT21_NAPER, BT21_HUMAN, BT21_ONEMAN)

Approvals:

Prepared By: Ellen McGowan
Signature: **APPROVED**
By Ellen McGowan at 12:30 pm, May 07, 2020
Payment Due:
Board Approved Date:

Approved By: Ellen McGowan Date:
Signature: **APPROVED**
By Ellen McGowan at 12:31 pm, May 07, 2020
Approved By: Date:
Signature:
Approved By Division VP: **APPROVED**
By Ellen M. Roberts at 3:40 pm, May 07, 2020
Signature: Date:

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



INVOICE

Invoice #	Invoice Date
834988	05/01/2020
Sales Rep: Rick Smolke	
Customer#: 21957	
Page : 1 of 1	

Tax Exempt:E9997-3391-06

BILL TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

SHIP TO:

USPS

Carol Stream, IL 60188

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
Net 30 Day	(630) 942-2263		Roland Raffel	Postage 20-21 BTE	Dan Ford

Quantity	Description	Sub-Total	Tax	Sub-Total
2,190	Postage - 2020-21 BTE Brochure		N	
	Postage Only \$911.86			
		0.00		0.00
2,190	Postage -	911.86		
		911.86		911.86

MAKE CHECK PAYABLE TO: CAROL STREAM POSTMASTER

APPROVED

By Ellen McGowan at 12:36 pm, May 07, 2020

05-60-11101-5404003
03 Postage
BT21_NAPER 303.95
BT21_HUMAN 303.95
BT21_ONEMAN 303.96

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
US Post Office	911.86	0.000		0.00	0.00 \$	911.86

Thank You