

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188209

Vendor Name: College of Dupage Foundation

Invoice Number: 041420

Invoice Date: 04/14/20

PO Number:

Check Number: 0267965

Check Amount: \$ 36,350.00

Check Date: 05/15/2020

Department ID: 11201

Reviewer Name:

Voucher Number: V0622681

Redaction Type: None

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

Document Below

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From: mcgowan@cod.edu  
Sent: Wed May 06 16:46:18 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Check Request COD Foundation April, 2020  
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Please process the attached.  
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

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: 4/14/2020  
Vendor ID: 1188209

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	05	60	11201	2900005	Art Center Deposit Liability	\$ 36,350.00

Grand Total \$ 36,350.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

**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.

Payee Name: College of DuPage Foundation

Other  
Instructions:

Payee Address: 425 Fawell Blvd. Glen Ellyn, IL

Description on Check:

Disbursement to COD Foundation from Gala For the Love of Frida ticket sales received in the MAC Box Office. Spreadsheet of patrons ticket purchases attached.

Approvals:

Prepared By: Natalie Wawczak  
Signature: *Natalie Wawczak*  
Payment Due: 05/15/20  
Board Approved Date:

Approved By: **APPROVED** Date:

By Ellen McGowan at 3:23 pm, May 05, 2020

Signature: *Mad* Date:

Signature: 5/5/2020

Approved By Division VP: Date:

Signature:

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

April Internal Chargeback Check Request Detail for Donations processed through ProVenue						
LAST NAME	FIRST NAME	DONATION AMOUNT	FOR	DATE RECEIVED	ADDRESS LINE 1	ADD. LINE 2
Skeet	M.D. & Laura	600	For the Love of Frida Gala	8/6/19	3303 Cool Springs Ct.	
Guzior	Ginni	600	For the Love of Frida Gala	8/6/19	81 Windmill Rd	
Feay	Bruce	1200	For the Love of Frida Gala	8/6/19	25W540 Royce Rd	
Kravitz & Edelman	Fran & Daniel	600	For the Love of Frida Gala	8/6/19	28W230 Belleau Dr	
Sewick	Bruce	650	For the Love of Frida Gala	8/6/19	4133 Saratoga	Unit B112
Bente	James	600	For the Love of Frida Gala	8/8/19	17319 Arrowhead Trace	
Raffel	Roland	600	For the Love of Frida Gala	8/13/19	651 Buena Vista Dr.	
Webb	Diane	650	For the Love of Frida Gala	8/13/19	1809 Howdy Lane	
Giblin	Craig	650	For the Love of Frida Gala	8/13/19	560 Dorset Ave	
Grodoski	John	650	For the Love of Frida Gala	8/13/19	35531 Glen Drive S	
Taylor	Terrence & Maureen	650	For the Love of Frida Gala	8/22/19	6 Oakbrook Dr.	J306
Stern	Eliza	650	For the Love of Frida Gala	9/11/19	19 Elder Lane	
Parent	Kurt & Marla	650	For the Love of Frida Gala	10/5/19	1002 Arbor Ct	
Ridge	Richard	650	For the Love of Frida Gala	10/8/19	59 Tanglewood Dr	
Wilhelm	Margaret F	650	For the Love of Frida Gala	10/17/19	26W041 Klein Creek Dr.	
Henry	C.M. & Gwendolyn	600	For the Love of Frida Gala	10/18/19	905 W Elm St	
Fussner	Ed	2750	For the Love of Frida Gala	10/18/19	1815 Carlson Ln	
Vrtis	Jeremy	650	For the Love of Frida Gala	10/27/19	209 5th St	
Abromitis	Barbara	650	For the Love of Frida Gala	11/6/19	621 Davis Terrace	
Todd	Marilyn	650	For the Love of Frida Gala	11/14/19	9406 Congress Park Ave	
Reiter	Catherine	650	For the Love of Frida Gala	11/15/19	256 Merton Ave.	
Zelizer	Ethan	650	For the Love of Frida Gala	11/19/19	50. S Main St. Suite 200	
Moser	Mark	650	For the Love of Frida Gala	11/21/19	1665 Virginia Dr	
Walker	Rachael	650	For the Love of Frida Gala	12/4/19	2888 N. Eola Road	
Fernandez	James	650	For the Love of Frida Gala	12/4/19	2206 Barrett Dr	
Cheatham	Linda	975	For the Love of Frida Gala	12/6/19	201 S. Naperville Road	
Meyers	Michael	650	For the Love of Frida Gala	12/8/19	108 Pembroke Rd	
Macedo	Javier	650	For the Love of Frida Gala	12/9/19	8321 Mansfield Ave	
Barsella	Thomas	650	For the Love of Frida Gala	12/10/19	3416 S Kilkenny Dr	
Bordage	Joanne	650	For the Love of Frida Gala	12/16/19	45 Hickman Street	
Hann	Gregory	650	For the Love of Frida Gala	12/17/19	906 S. Bruner St.	
Blockinger	Jennifer	650	For the Love of Frida Gala	12/17/19	1124 Loyola Dr	
Pfefferman	Mark	650	For the Love of Frida Gala	12/19/19	681 Marston Ave	
Lyon	Robert	650	For the Love of Frida Gala	12/20/19	1245 Golf Circle	

April Internal Chargeback Check Request Detail for Donations processed through ProVenue						
LAST NAME	FIRST NAME	DONATION AMOUNT	FOR	DATE RECEIVED	ADDRESS LINE 1	ADD. LINE 2
McGowan	Ellen	1200	For the Love of Frida Gala	12/20/19	529 Hevern Drive	
Ronaldson	Judy	325	For the Love of Frida Gala	12/26/19	414 Indianapolis Ave	
Hamm	Brian	650	For the Love of Frida Gala	1/4/20	25W730 Red Maple Ln	
Haefner	Melissa	1300	For the Love of Frida Gala	1/5/20	362 N Delaplaine Rd	
Elegant	Bruce	650	For the Love of Frida Gala	1/12/20	1000 Elm Creek Dr	
Van Anne	Sheryl	2750	For the Love of Frida Gala	1/15/20	4822 Washington St	
Hernandez	Monica	2750	For the Love of Frida Gala	1/16/20	513 Spruce Dr	
Rodee	Sylvia	650	For the Love of Frida Gala	1/20/20	1805 E Indiana St	
Fox-Girovich	Carol	650	For the Love of Frida Gala	1/21/20	1412 W Belmont Ave	
Montoya	Abel	650	For the Love of Frida Gala	1/22/20	4330 N Kenneth Ave	
TOTAL FROM 05-60-11201-2900005		36,350.00				

<b>CITY</b>	<b>ST</b>	<b>ZIP CODE</b>	<b>in PV</b>	<b>SESSION</b>
Naperville	IL	60564	8/6/19	52337
Orland Park	IL	60467	8/6/19	52337
Naperville	IL	60565	8/6/19	52337
Winfield	IL	60190	8/6/19	52337
Downers Grove	IL	60515	8/6/19	52337
Oak Forest	IL	60452	8/8/19	52337
Glen Ellyn	IL	60137	8/13/19	53053
Darien	IL	60561	8/13/19	53053
Glen Ellyn	IL	60137	8/13/19	53053
Warrenville	IL	60555	8/13/19	53053
Oak Brook	IL	60523	8/22/19	52918
La Grange	IL	60525	9/11/19	53053
Wheaton	IL	60189	10/5/19	53549
Glen Ellyn	IL	60137	10/8/19	54129
Winfield	IL	60190	10/17/19	54141
Wheaton	IL	60187	10/18/19	54141
Wheaton	IL	60187	10/18/19	54141
Downers Grove	IL	60515	10/27/19	54141
Glen Ellyn	IL	60137	11/6/19	54129
Brookfield	IL	60513-2210	11/14/19	54129
Glen Ellyn	IL	60137	11/15/19	54129
Naperville	IL	60540	11/19/19	54129
Elk Grove Village	IL	60007	11/21/19	54472
Aurora	IL	60502	12/4/19	54472
Algonquin	IL	60102	12/4/19	54472
Wheaton	IL	60187	12/6/19	54472
Naperville	IL	60540	12/8/19	54472
Burbank	IL	60459	12/9/19	54492
Crystal Lake	IL	60014	12/10/19	54492
Raleigh	NC	27610	12/16/19	54492
Hinsdale	IL	60521	12/17/19	54492
Libertyville	IL	60048	12/17/19	54492
Glen Ellyn	IL	60137	12/19/19	54492
Wheaton	IL	60189	12/20/19	54492

<b>CITY</b>	<b>ST</b>	<b>ZIP CODE</b>	<b>in PV</b>	<b>SESSION</b>
Wheaton	IL	60189	12/20/19	54492
Downers Grove	IL	60515-3017	12/26/19	54472
Wheaton	IL	60189-5927	1/4/20	54492
Riverside	IL	60546	1/5/20	54549
Elmhurst	IL	60126	1/12/20	54634
Downers Grove	IL	60515	1/15/20	55568
Naperville	IL	60540	1/16/20	55568
Wheaton	IL	60187	1/20/20	55568
Chicago	IL	60657	1/21/20	55568
Chicago	IL	60641	1/22/20	55568