

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085625
Vendor Name: Glenbard Township High School
Invoice Number: PE-2020-GLENBARDHI
Invoice Date: 05/06/20
PO Number:
Check Number: E0080063
Check Amount: \$ 10,000.00
Check Date: 05/12/2020
Department ID: 13290
Reviewer Name:
Voucher Number: V0622281
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: acctpay@cod.edu
Sent: Thu May 07 10:46:37 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Refund

From: Roberts, Ellen <roberts@cod.edu>
Sent: Wednesday, May 6, 2020 4:06 PM
To: Accounts Payable <acctpay@cod.edu>
Cc: Schultz, Eric <schultze399@cod.edu>
Subject: FW: Refund

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 <schultze399@cod.edu>
Sent: Wednesday, May 6, 2020 12:34 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: Refund

Ellen, can you please process this check request and send on to AP....

Thanks!!!

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: 5/6/2020
Vendor ID: VN 1085625

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
PE-2020 - Glenbard High Schools Graduation	01	90	13290	4600002	Room Rental - Arena	\$ 4,500.00
PE-2020 - Glenbard High Schools Graduation	01	90	13290	4600012	Rental - Non COD Equipment	\$ 5,500.00

Grand Total \$ 10,000.00

-- \$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, 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.

AP VERIFIED
05/07/20 - MARIA ZERRUDO

Payee Name: Glenbard Township High School Dist 87

Other Instructions: Refund for Cancellation of Glenbard North & Glenbard East High School Graduation Ceremonies at COD for May 21 & 22, 2020 due to Covid-19.

Payee Address: 596 Crescent Blvd., Glen Ellyn, IL 60137

Description on Check:

Cancellation of Glenbard North & East Graduations at College of DuPage due to Covid-19.

Approvals:

Prepared By: Bonny Balfanz
Signature: Bonny Balfanz
Payment Due: _____
Board Approved Date: _____

Approved By: **APPROVED**
Signature: By Eric Schultz at 12:32 pm, May 06, 2020
Date: _____

Approved By: _____ Date: _____

Signature: _____ Date: _____

Approved By Division VP: _____ Date: _____

Signature: **APPROVED**
By Ellen M. Roberts at 4:04 pm, May 06, 2020

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

College of DuPage
P.E. Conf. & Event Services
425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
(630) 942-3319 Attn: Bonny Balfanz PEC 121
FEIN # - 36-2594972

INVOICE: PE 2020 Graduation

Glenbard Township High School District #87
Attn: Chris McClain, Asst. Superintendent of Business Services
596 Crescent Blvd.
Glen Ellyn, IL 60137

Invoice Date: May 6, 2020

DUE DATE: Refund

AMOUNT DUE: \$0.00

Detach and mail with your payment.

VENDOR NAME: Glenbard Township High School District #87 INVOICE: PE 2020 Graduation

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
	RENTAL Space for Glenbard East & North		
	High School Rehearsals and Graduation		
	P.E. Arena & Surrounding Areas		\$4,500.00
	TECHNICAL SERVICES		\$0.00
	OTHER - Services		
	Custodial		\$0.00
	Supervision		\$0.00
	Campus Police		\$0.00
	Misc. Items: Signs, Code Orange, etc.		\$0.00
	Rental Equipment		\$5,500.00
	Deposit		\$10,000.00
1	Deposit Received 1/17/2020 - Check #1007156	(\$10,000.00)	(\$10,000.00)
5/6/2020	Client Cancelled Event Due to Covid-19	Refund Due Client	\$10,000.00

Thank you for Renting at the
College of DuPage