

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1616242

Vendor Name: The Board of Trustees of the L

Invoice Number: 2020-WG-02

Invoice Date: 09/02/20

PO Number:

Check Number: 0272236

Check Amount: \$ 200.00

Check Date: 09/03/2020

Department ID: 00473

Reviewer Name:

Voucher Number: V0643292

Redaction Type: None

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

Document Below

From: zerrudom@cod.edu
Sent: Thu Sep 03 15:25:23 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Request

From: Sekerka, Joyce
Sent: Thursday, September 3, 2020 3:15 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Check Request

Hi Marivic,

Can you please process this check request and set up to be paid next week? The other PDF's are the support.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



Disclosure Statement:

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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: 9/4/2020
Vendor ID: 1616242

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	01	30	00473	5406002	Dues	\$ 200.00
Grand Total						\$ 200.00

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 to the bill.

☐ 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: The Board of Trustees of the Leland Stanford Junior University

Other Instructions: Mail check to: Norma Cho, Associate Director and Director of Finance and Finance at the Haas Center for Public Service.

Payee Address: 3145 Porter Drive, Palo Alto, CA 94303

Description on Check:

Approvals:

Prepared By: Krystina LaSorsa

Approved By: _____ Date: _____

Signature: **APPROVED**
By Krystina LaSorsa at 2:57 pm, Sep 03, 2020

Signature: _____

Payment Due: 10/1/2020

Approved By: _____ Date: _____

Board Approved Date: _____

Signature: _____

Approved By Division VP: _____ Date: _____

Signature: _____

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.

Stanford | Haas Center
for Public Service
The Hub of Cardinal Service

August 13, 2020

Krystina LaSorsa
College of DuPage

Dear Krystina,

I write to request that your institution make a contribution of \$200 to the Pathways of Public Service and Civic Engagement Working Group in one of two ways:

(1) Write a check to the Haas Center for Public Service, indicating "Pathways Working Group contribution" in the "subject" or "for" line. Mail your check to:

Norma Cho
Associate Director and Director of Finance and Administration
Haas Center for Public Service
562 Salvatierra Walk
Stanford University
Stanford, CA 94305

(2) Make an online credit card or P-Card contribution at <https://haas.stanford.edu/give>. Enter "Pathways Working Group contribution" in the "special instructions/other designation" field.

If you need a W-9 for Stanford University, Gail Robinson can email it to you. If you need a reminder of the amount you said you could contribute, contact Gail as well.

We would like to acknowledge all contributing Working Group institutions on the Pathways website and hope you will agree to be listed. If you have any questions, please let me know.

Thank you very much for your consideration.

Sincerely,



Thomas Schnaubelt, Ph.D.
Executive Director, Haas Center for Public Service
Associate Vice Provost for Education, Stanford University

Stanford University
Controller's Office
Receivables Accounting
TAX ID Number 94-1156365



Date 02-SEPT-2020	Invoice # 2020-WG-02
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BILL TO:	SUBMIT PAYMENT WITH INVOICE NUMBER TO:
Krystina LaSorsa Interim Manager, Career Services Center College of DuPage lasorsak@cod.edu	STANFORD UNIVERSITY Dept. Haas Center for Public Service Thomas Schnaubelt 562 Salvatierra Walk Stanford, CA 94305

Date	Stanford Expenditure	Dept. Ref.	Description	Amount
9/2/2020	Pathways Working Group membership fees	02-935	"Pathways Working Group membership FY20-21"	\$200.00
	Membership Fees		Total:	\$200.00

Note: Please make check payable to **Stanford University** and remit payment by October 15, 2020.