

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051472

Vendor Name: Mr John C. Albrecht

Invoice Number: 8/6/2020

Invoice Date: 08/06/20

PO Number:

Check Number: 0272391

Check Amount: \$ 17.50

Check Date: 09/15/2020

Department ID: 17800

Reviewer Name:

Voucher Number: V0640128

Redaction Type: Other

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

Document Below

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From: acctpay@cod.edu  
Sent: Tue Aug 18 09:05:38 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Refund Request  
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**From:** Cousins, Matt <cousins@cod.edu>  
**Sent:** Monday, August 17, 2020 3:18 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Fw: Refund Request

Here are 4 refund check requests from fitness members wishing to have their unused portion of their fitness memberships refunded.

Thank you for your help.

Please let me know if you need anything else from us.

Matt

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: 8/6/2020  
Vendor ID: [REDACTED]

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
NA	05	60	17800	4503001	Community Memberships - PE	\$ 17.50

Grand Total \$ 17.50

Check the appropriate box below and sign

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is being 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 being 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:

Other  
Instructions:

Payee Address:

Description on Check:

John Albrecht purchased a community monthly fitness membership on 2/28/20 for \$35. He used 50%. Refund total = \$17.50

Approvals:

Prepared By: Matthew Cousins  
Signature: *Matthew Cousins*  
Payment Due: [REDACTED]  
Board Approved Date: [REDACTED]

Approved By: Ryan Kaiser Date: [REDACTED]  
Signature: *Ryan Kaiser* Digitally signed by Ryan Kaiser  
Date: 2020.08.12 09:19:14 -05'00'  
Approved By: Dr. Diana Del Rosario Date: [REDACTED]  
Signature: *Diana Del Rosario* Digitally signed by Diana Del Rosario  
Date: 2020.08.13 00:37:28 -05'00'  
Approved By Division VP: [REDACTED] Date: [REDACTED]  
Signature: [REDACTED]

REVIEWED

By Melissa Doguim at 9:30 am, Aug 12, 2020

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.

## John Albrecht - Payment #39597



**PAYMENT  
APPROVED**

### Payment Details

Amount: \$35.00

Date: February 28, 2020

Time: 8:26 AM

Type: Online

Method: CREDIT - VI

Confirmation

### BILLS PAID BY THIS PAYMENT

BILL #	DUE DATE	BILL FOR	DESCRIPTION
31833	February 28, 2020		Community Single M