

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1358259  
Vendor Name: American Express Travel Relate  
Invoice Number: DEC.2020 AMEX  
Invoice Date: 12/28/20  
PO Number:  
Check Number: 0275828  
Check Amount: \$ 3,897.00  
Check Date: 01/14/2021  
Department ID: 00757  
Reviewer Name:  
Voucher Number: V0658034  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Fri Jan 08 12:32:42 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: December AMEX Allocation  
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**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Friday, January 8, 2021 10:50 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: December AMEX Allocation

Hi Marivic,

Can you please process the AMEX or do you need anything else?

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](mailto:sekerkaj@cod.edu)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

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**From:** Hetelle, Jon  
**Sent:** Friday, January 8, 2021 10:46 AM  
**To:** Vosicky, Judith  
**Cc:** Refakes, Eugene; Sekerka, Joyce; Zayas, Juan  
**Subject:** December AMEX Allocation

Hi Judy,

Here's the December AMEX allocation.

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: 1/11/2021  
Vendor ID: 1358259

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
AMXDEC2020	01	80	00757	5909060	AmEx Clearing	\$ 3,897.00

Grand Total \$ 3,897.00

--- \$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**  
**01/14/21 - MARIA ZERRUDO**

Payee Name: American Express

Other Instructions:

Payee Address: PO Box 650448 Dallas, TX 75265-0448

Description on Check:

DECEMBER 2020 CHARGES

Approvals:

Prepared By:

Joyce Sekerka

Approved By: Eugene Refakes

Date: 01/14/2021

Signature:

Signature: Eugene Refakes

Digitally signed by Eugene Refakes  
Date: 2021.01.14 09:20:29 -06'00'

Payment Due:

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](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.





# Corporate Card Statement of Account

**Sign-up For Online  
Statements**

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
**BRIAN W. CAPUTO**  
COLLGE OF DUPAGE

Account Number

Closing Date  
12/28/20

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
14,954.89	3,897.00	257.47	7,180.06	0.00	<b>11,929.30</b>	<b>01/12/21</b>

For important information regarding your account refer to page 2.

**URGENT** - Your account is seriously past due. Submit all outstanding expenses and contact us immediately.

To manage your Account online or to pay your bill, please visit us at [corp.americanexpress.com](http://corp.americanexpress.com). For additional contact information, please see the reverse side of this page.

## Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX6-41008	BRIAN W. CAPUTO	257.47	-7,180.06
XXXX-XXXXX6-43012	SCOTT BRADY	3,897.00	0.00
	<b>Total</b>	<b>4,154.47</b>	<b>-7,180.06</b>

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
11/29/20 PAYMENT RECEIVED - THANK YOU 11/29	08004000000	-7,180.06
12/28/20 DELINQUENCY CHARGE ON 7,774.83		232.47
12/28/20 90 DAY SUSPENSE FEE		25.00
<b>Total for BRIAN W. CAPUTO</b>	New Charges/Other Debits Payments/Other Credits	257.47 -7,180.06

↓ Please fold on the perforation below, detach and return with your payment ↓

Do not staple or use paper clips

## Payment Coupon

BRIAN W. CAPUTO  
COLLGE OF DUPAGE  
425 FAWELL BLVD.  
GLEN ELLYN IL 60137

Mail Payment to:

AMERICAN EXPRESS  
PO BOX 650448  
DALLAS TX 75265-0448

**Please Pay By**  
**01/12/21**

**Amount Due**  
**\$11,929.30**

Payable upon receipt in  
U.S. Dollars.

Enter 15 digit account  
number on all payments.

Checks or drafts must be  
drawn against banks  
located in the U.S.

See reverse side for  
instructions on how to  
update your address,  
phone number, or email.

0000378750817641008 001192930000389700 28H4

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any representations, by transmitting the amount of the check, routing number, account number, and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

**Authorizations for Electronic Payments:** By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

**In Case of Errors or Questions About Electronic Transfers:** Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



**Manage your Card account online at:**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



**For all further inquiries or to pay by phone,** please call the number on the back of your Card.

**If your Card has been lost or stolen,** please call 1-800-528-2122

**International Collect:**  
1-336-393-1111

**Hearing Impaired Services:**  
TTY: 1-800-221-9950  
FAX: 1-800-695-9090

**Large Print and Braille Statements:**  
1-800-528-2122



**Customer Service**  
P.O. Box 981531  
El Paso, TX  
79998-1531

**Payments**  
PO BOX 650448  
DALLAS TX  
75265-0448

### Change of Address, phone number, email

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



Prepared For  
BRIAN W. CAPUTO  
COLLEGE OF DUPAGE

Account Number

Closing Date  
12/28/20

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### Activity Continued

Card Number		Reference Code	Amount \$
12/09/20	HARVARD HKS EXEC ED CAMBRIDGE MA REF# 1208598769 617-496-3370 12/08/20 TUITION/FEES ROC NUMBER 1208598769	12085987690	3,600.00
12/18/20	ILCA 630-472-2851 IL 851808903 ILANDSCAPE365 60523 12/18/20 ROC NUMBER 8518089035398016	85180890353	297.00
<b>Total for SCOTT BRADY</b>			
			New Charges/Other Debits 3,897.00
			Payments/Other Credits 0.00

Joyce – Please voucher/pay American Express **\$3,897.00**, which represents the amount of new December charges.

Thanks

Jon Hetelle  
Financial Systems Analyst  
College of DuPage  
Phone: 630-942-2634  
Email: [hetellej@cod.edu](mailto:hetellej@cod.edu)

[attachment: 12\_2020 DEC 2020 TRAVEL AMEX REPORT\_JZ.xlsm]

[attachment: Statement\_Dec\_2020.pdf]

[attachment: Requests\_Dec2020.xlsx]



THIS IS NOT A STATEMENT OR REMITTANCE ADVICE.				
<b>Billing Support File Name:</b> Cardmember Monthly Account Detail				
<b>Description:</b> This billing support file lists the billing period's transactions for this Cardmember account.				
<b>Account Number:</b>				
<b>Account Name:</b> BRIAN W. CAPUTO				
<b>Billing Period End Date:</b> 12/28/2020				
<b>Billing Support File Creation:</b> 01/04/2021				
<b>Company Name:</b> COLLEGE OF D-OLDCMR				
Product	Basic Cardmember Last Name	Basic Cardmember First Name	Basic Cardmember Middle Name	Basic Cardmember Prefix Name
CORPORATE CARD	CAPUTO	BRIAN	W	
CORPORATE CARD	CAPUTO	BRIAN	W	
CORPORATE CARD	CAPUTO	BRIAN	W	
CORPORATE CARD	CAPUTO	BRIAN	W	
CORPORATE CARD	CAPUTO	BRIAN	W	

[illegible]

[illegible]

[illegible]



Transaction Reference No.	Transaction Amount USD	Transaction Description 1	Transaction Description 2	Transaction Description 3
0000000000000	25.00	90 DAY SUSPENSE FEE		
0000000000000	232.47	DELINQUENCY CHARGE ON 7,774.83		
0008004000000	-7,180.06	PAYMENT RECEIVED - THANK YOU 11/29		
0085180890353	297.00	ILCA 630-472-2851 IL	851808903 ILANDSCAPE365 60523 12/18/20	3787-508176-43012 12/18/20 85180890353980 104644
0012085987690	3,600.00	HARVARD HKS EXEC ED CAMBRIDGE MA	REF# 1208598769 617-496-3370 12/08/20	3787-508176-43012 12/08/20 1208598769 242642

[illegible]

[illegible]

[illegible]



[illegible]

Business Process Date	Req_ID	Transaction Date	Transaction Reference No.	Transaction Amount USD
12/09/2020	4DAH	12/08/2020	0012085987690	3,600.00
12/18/2020	4EQX	12/18/2020	0085180890353	99.00
12/18/2020	4ER3	12/18/2020	0085180890353	99.00
12/18/2020	4EQY	12/18/2020	0085180890353	99.00
			<b>TOTAL VOUCHERED</b>	<b>3,897.00</b>

Alloc_%	Alloc Amount USD	Concur_Alloc Acct	C_Dept	C_Object
100.00	3,600.00	01-20-00425-5502005	00425	5502005
100.00	99.00	01-90-00835-5209017	00835	5209017
100.00	99.00	01-90-00835-5209014	00835	5209014
100.00	99.00	01-90-00835-5209017	00835	5209017
	3,897.00			

C_Requestor	Itinerary (Per Airline Ticket Data)	Transaction Description 1	Transaction Description 2
CUMPSTON, JENNIFER	NA	HARVARD HKS EXEC ED CAMBRIDGE MA	REF# 1208598769 617-496-3370 12/08/20
BARTZ, MARTIN	NA	ILCA 630-472-2851 IL	851808903 ILANDSCAPE365 60523 12/18/20
CLEMENT, BRIAN	NA	ILCA 630-472-2851 IL	851808903 ILANDSCAPE365 60523 12/18/20
HULL, AMY	NA	ILCA 630-472-2851 IL	851808903 ILANDSCAPE365 60523 12/18/20



Transaction Description 3	Transaction Description 4	Transaction Description 5	Transaction Description 6
3787-508176-43012 12/08/20 1208598769 242642	HARVARD HKS EXEC ED CAMBRIDGE MA	TUITION/FEES	ROC NUMBER 1208598769
3787-508176-43012 12/18/20 85180890353980 104644	ILCA 630-472-2851 IL	ROC NUMBER 8518089035398016	S/E # 4124837774
3787-508176-43012 12/18/20 85180890353980 104644	ILCA 630-472-2851 IL	ROC NUMBER 8518089035398016	S/E # 4124837774
3787-508176-43012 12/18/20 85180890353980 104644	ILCA 630-472-2851 IL	ROC NUMBER 8518089035398016	S/E # 4124837774

Transaction Description 7	Transaction Description 8	Transaction Description 9	Transaction Description 10
S/E # 2206664708	\$3,600.00	*	8750817648301000036
\$297.00	* 8750817648301000002 97008*		
\$297.00	* 8750817648301000002 97008*		
\$297.00	* 8750817648301000002 97008*		

[illegible]

[illegible]

Business Process Date	Req_ID	Transaction Date	Transaction Reference	Transaction Amount	USD
12/09/2020	4DAH	12/08/2020	0012085987690	3,600.00	
12/18/2020	4ER3	12/18/2020	0085180890353	99.00	
12/18/2020	4EQX	12/18/2020	0085180890353	99.00	
12/18/2020	4EQY	12/18/2020	0085180890353	99.00	

Alloc_%	Alloc Amount USD	Concur_Alloc Acct	C_Dept	C_Object
100.00	3,600.00	01-20-00425-5502005	00425	5502005
100.00	99.00	01-90-00835-5209014	00835	5209014
100.00	99.00	01-90-00835-5209017	00835	5209017
100.00	99.00	01-90-00835-5209017	00835	5209017
	-3,897.00	01_80_00757_5909060		

C_Requestor Itinerary (Per Airline Ticket Data)	Transaction Description	Transaction Description
CUMPSTON, JENNIFER	NA HARVARD HKS EXEC ED RAMP RD 35	6308720836 ILANDSCAPE365 6052
CLEMENT, BRIAN	NA ILCA	6308720836 ILANDSCAPE365 6052
BARTZ, MARTIN	NA ILCA	6308720836 ILANDSCAPE365 6052
HULL, AMY	NA ILCA	6308720836 ILANDSCAPE365 6052

Transaction Description	Transaction Description	Transaction Description	Transaction Description
43012 12/08/20 120859876 EX-262 CAMBRIDGE TUITION/FEES ROC NUMBER 120859876			
3012 12/18/20 85180890353980 10660472-285C NUMBER 85180890353980 SE # 4124837774			
3012 12/18/20 85180890353980 10660472-285C NUMBER 85180890353980 SE # 4124837774			
3012 12/18/20 85180890353980 10660472-285C NUMBER 85180890353980 SE # 4124837774			



Transaction Description	Transaction Description	Transaction Description	Transaction Description
S/E # 2206664708	\$3,600.00	*875081764830100003600008*	
\$297.00	*875081764830100000297008*		
\$297.00	*875081764830100000297008*		
\$297.00	*875081764830100000297008*		



Transaction	Description	Transaction	Description

JJV010721A01/07/21	JE 01_20_00425_550200	360000	AmEx, CUMPSTON, JENNIFER
JJV010721A01/07/21	JE 01_90_00835_520901	9900	AmEx, CLEMENT, BRIAN
JJV010721A01/07/21	JE 01_90_00835_520901	9900	AmEx, BARTZ, MARTIN
JJV010721A01/07/21	JE 01_90_00835_520901	9900	AmEx, HULL, AMY
JJV010721A01/07/21	JE 01_80_00757_5909060	389700	AmEx, Alloc to Dept

Requesting Employee	Employee ID	Request ID	Travel Request Name	Authorized Date
		4D7P	American Indian Film Festival	Nov 2, 2020
		4937	FA2020 Seed Soil and the Soul	Oct 1, 2020
		4939	FA2020 Environmental Predicament	Oct 1, 2020
		4AKW	Population Ref Bur Member 2021	Sep 16, 2020
		4DA6	National Assoc of Bio Teachers	Nov 30, 2020
		4DA7	Morton Arboretum	Nov 30, 2020
		4DCD	Ill State Academy of Science	Dec 14, 2020
		4DCE	National Science Teachers Assoc	Dec 14, 2020
		4D9X	Ill Assn of Com Coll Ag Instruct	Dec 2, 2020
		4ANA	American Horticulture PD	Oct 21, 2020
		4EQX	ILCA iLandscape virtual conf	Dec 15, 2020
		4ALV	Dementia care webinar	Oct 5, 2020
		4ALK	NACADA Conference 2020	Oct 1, 2020
		46HW	Jeannine Beilfuss	Jul 15, 2020
		46JY	Fall DNP	Aug 25, 2020
		47YV	DNP FA 20	Sep 2, 2020
		4DA3	CPR	Nov 24, 2020
		46HY	Notary Public Association	Jul 13, 2020
		4ANE	DuPage County Notary	Oct 16, 2020
		4D7V	Burt-Nicholas 2020-10 ALA Dues	Nov 2, 2020
		4D7W	Burt-Nicholas 2020-10 ILA Dues	Nov 2, 2020
		4DC4	Burt 2020-12 Eval Measurment Bk	Dec 16, 2020
		4D76	Ragan Communications Entry Fee	Oct 23, 2020
		4D9E	Amy Calhoun	Nov 12, 2020
		4DAM	PR News Social Media Awards	Dec 7, 2020
		43W3	2020 ACCT Leadership Congress	Jul 7, 2020
		43W3	2020 ACCT Leadership Congress	Jul 7, 2020
		493W	2020 ILGFOA Annual Conference	Sep 16, 2020
		4AL4	NACADA Annual Conference	Sep 17, 2020
		4D9R	NEI Virtual Conference	Nov 24, 2020
		4AMF	Beverly Carlson	Oct 8, 2020
		4DAA	Professional Development	Dec 2, 2020
		4ER6	OML Worldwide Transport	Dec 16, 2020
		4ERC	Transport for COVID Tests	Dec 15, 2020
		4ERD	Food Provisions - CCI Students	Dec 18, 2020
		4DCC	AAUW Dues Membership	Dec 15, 2020
		4D73	SEM Conference	Oct 22, 2020
		46JU	Terrie Ciez	Aug 19, 2020
		4DCA	Tuition Reimbursement Fall 2020	Dec 27, 2020
		4D9U	Ill Assn of Comm College Ag Inst	Dec 2, 2020
		4ER3	ILCA iLandscape Virtual Conf	Dec 15, 2020
		4AMK	Copy of Cindy Connolly	Oct 8, 2020
		4936	ATD Membership Renewal	Sep 1, 2020
		47YU	Cote 2020-11-16 OE Global	Aug 25, 2020
		4ALP	Cote 2020.09 OER Certificate	Sep 28, 2020
		4DAH	Crisis Leadership Higher Ed. Prg	Dec 2, 2020
		4ERH	ITC elearning 2021 Virtual Conf.	Dec 21, 2020
		4ERJ	AACC 2021 Virtual Conference	Dec 23, 2020
		4ERL	HLC 2021 virtual conference	Dec 23, 2020
		4ERN	UIC Grant Writing Workshop	Dec 23, 2020
		493V	NACADA Annual Conference	Sep 15, 2020

Expense Type
Tuition / Conference- Faculty-5209014
Transportation-Taxi/Limo/Bus/Subway/Other- In State-5502006
Transportation-Taxi/Limo/Bus/Subway/Other- In State-5502006
Dues-Faculty-5209018
Dues-Faculty-5209018
Dues-Faculty-5209018
Dues-Faculty-5209018
Dues-Faculty-5209018
Tuition / Conference- Faculty-5209014
Conference/Seminar (No Prof Dev) - Grant-5507099
Tuition / Conference - Classified-5209017
Tuition / Conference- Faculty-5209014
Conference-Seminar (No Prof Dev)-5503005
Dues - Classified-5209019
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Dues-5406002
Dues-5406002
Dues-Faculty-5209018
Dues-Faculty-5209018
Dues-Faculty-5209018
Dues-5406002
Tuition / Conference - Classified-5209017
Dues-5406002
Conference/Seminar (No Prof Dev)-5502005
Transportation-Taxi/Limo/Bus/Subway/Other- In State-5502006
Tuition / Conference - Admin-5209015
Conference-Seminar (No Prof Dev)-5503005
Tuition / Conference- Faculty-5209014
Tuition / Conference - Classified-5209017
Tuition / Conference- Faculty-5209014
Transportation-Taxi/Limo/Bus/Subway/Other - Grant-5507099
Transportation-Taxi/Limo/Bus/Subway/Other - Grant-5507099
Meals Itemized - Grant-5507099
Dues-Faculty-5209018
Tuition / Conference - Classified-5209017
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Car Mileage-In State
Dues - Classified-5209019
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference - Admin-5209015
Tuition / Conference - Admin-5209015
Tuition / Conference - Admin-5209015
Tuition / Conference - Admin-5209015
Tuition / Conference- Faculty-5209014
Conference-Seminar (No Prof Dev)-5503005

Request Type	Segment Type	Requested Amount	Default Fund
2-Standard or Other Group Travel - with Professional Development		200.00	01
3-Field Studies Group Travel		150.00	01
3-Field Studies Group Travel		150.00	01
2-Standard or Other Group Travel - with Professional Development		65.00	01
2-Standard or Other Group Travel - with Professional Development		79.00	01
2-Standard or Other Group Travel - with Professional Development		60.00	01
2-Standard or Other Group Travel - with Professional Development		45.00	01
2-Standard or Other Group Travel - with Professional Development		60.00	01
2-Standard or Other Group Travel - with Professional Development		50.00	01
1-Standard or Other Group Travel - no Professional Development		379.00	01
2-Standard or Other Group Travel - with Professional Development		99.00	01
2-Standard or Other Group Travel - with Professional Development		50.00	01
1-Standard or Other Group Travel - no Professional Development		375.00	01
1-Standard or Other Group Travel - no Professional Development		29.00	05
2-Standard or Other Group Travel - with Professional Development		1,800.00	01
2-Standard or Other Group Travel - with Professional Development		1,800.00	01
2-Standard or Other Group Travel - with Professional Development		70.00	01
1-Standard or Other Group Travel - no Professional Development		64.00	01
1-Standard or Other Group Travel - no Professional Development		10.00	01
2-Standard or Other Group Travel - with Professional Development		216.00	01
2-Standard or Other Group Travel - with Professional Development		200.00	01
2-Standard or Other Group Travel - with Professional Development		59.99	01
1-Standard or Other Group Travel - no Professional Development		850.00	01
2-Standard or Other Group Travel - with Professional Development		69.00	01
1-Standard or Other Group Travel - no Professional Development		850.00	01
1-Standard or Other Group Travel - no Professional Development		825.00	01
1-Standard or Other Group Travel - no Professional Development		250.00	01
2-Standard or Other Group Travel - with Professional Development		165.00	01
1-Standard or Other Group Travel - no Professional Development		375.00	01
2-Standard or Other Group Travel - with Professional Development		649.00	01
2-Standard or Other Group Travel - with Professional Development		399.99	01
2-Standard or Other Group Travel - with Professional Development		604.00	01
1-Standard or Other Group Travel - no Professional Development		1,350.00	06
1-Standard or Other Group Travel - no Professional Development		320.00	06
1-Standard or Other Group Travel - no Professional Development		1,400.00	06
2-Standard or Other Group Travel - with Professional Development		88.00	01
1-Standard or Other Group Travel - no Professional Development		695.00	01
2-Standard or Other Group Travel - with Professional Development		470.72	01
2-Standard or Other Group Travel - with Professional Development		1,379.28	01
2-Standard or Other Group Travel - with Professional Development		50.00	01
2-Standard or Other Group Travel - with Professional Development		99.00	01
1-Standard or Other Group Travel - no Professional Development		19.14	01
2-Standard or Other Group Travel - with Professional Development		468.00	01
1-Standard or Other Group Travel - no Professional Development		25.00	01
2-Standard or Other Group Travel - with Professional Development		850.00	01
1-Standard or Other Group Travel - no Professional Development		3,600.00	01
1-Standard or Other Group Travel - no Professional Development		250.00	01
1-Standard or Other Group Travel - no Professional Development		500.00	01
1-Standard or Other Group Travel - no Professional Development		349.00	01
2-Standard or Other Group Travel - with Professional Development		300.00	01
1-Standard or Other Group Travel - no Professional Development		375.00	01

Default Func	Default Dept	Percentage	Approved Amount	Alloc Fund	Alloc Func	Alloc Dept
10	00309	100	200	01	70	00835
10	00261	100	350	05	60	00661
10	00261	100	700	05	60	00661
10	00261	100	65	01	90	00835
10	00261	100	79	01	90	00835
10	00261	100	60	01	90	00835
10	00261	100	45	01	90	00835
10	00261	100	60	01	90	00835
10	00077	100	50	01	90	00835
10	00077	100	379	06	10	02637
10	00077	100	99	01	90	00835
10	00141	100	50	01	90	00835
30	00465	100	375	01	30	00465
60	17800	100	29	05	60	17800
10	00225	100	1,800	01	90	00835
10	00225	100	1,800	01	90	00835
10	00225	100	70	01	90	00835
80	00757	100	64	01	80	00757
80	00757	100	10	01	80	00757
20	15240	100	216	01	90	00835
20	15240	100	200	01	90	00835
20	15240	100	59.99000000	01	90	00835
80	00773	100	850	01	80	00773
80	00773	100	218	01	90	00835
80	00773	100	850	01	80	00773
80	00781	100	825	01	80	00781
80	00781	100	250	01	80	00781
80	00781	100	165	01	90	00835
30	00465	100	375	01	30	00465
10	00225	100	649	01	90	00835
20	00433	100	399.99000000	01	90	00835
10	00025	100	604	01	90	00835
10	03435	100	1,350	06	10	03435
10	03435	100	320	06	10	03435
10	03435	100	1,400	06	10	03435
10	00269	100	88	01	90	00835
30	00449	100	695	01	30	00449
10	00125	100	470.72000000	01	90	00835
10	00125	100	1,379.28000000	01	90	00835
10	00077	100	50	01	90	00835
10	00077	100	99	01	90	00835
80	00789	100	172.26000000	01	80	00789
20	00429	100	468	01	90	00835
20	15240	100	25	01	20	15240
20	15240	100	850	01	90	00835
20	00425	100	3,600	01	20	00425
20	00425	100	250	01	20	00425
20	00425	100	500	01	20	00425
20	00425	100	349	01	20	00425
10	00153	100	300	01	90	00835
30	00465	100	375	01	30	00465



Expense Type	Allocation State	Approval Status
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Transportation-Taxi/Limo/Bus/Subway/Other- In State-5502006	Fully Allocated	Approved
Transportation-Taxi/Limo/Bus/Subway/Other- In State-5502006	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Conference/Seminar (No Prof Dev) - Grant-5507099	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Conference-Seminar (No Prof Dev)-5503005	Not Allocated	Approved
Dues - Classified-5209019	Not Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Cancelled
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Dues-5406002	Not Allocated	Approved
Dues-5406002	Not Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-5406002	Not Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Dues-5406002	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Transportation-Taxi/Limo/Bus/Subway/Other- In State-5502006	Not Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Conference-Seminar (No Prof Dev)-5503005	Not Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Transportation-Taxi/Limo/Bus/Subway/Other - Grant-5507099	Not Allocated	Approved
Transportation-Taxi/Limo/Bus/Subway/Other - Grant-5507099	Not Allocated	Approved
Meals Itemized - Grant-5507099	Not Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Not Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Car Mileage-In State	Not Allocated	Approved
Dues - Classified-5209019	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Conference-Seminar (No Prof Dev)-5503005	Not Allocated	Approved

Default Approver
Martins, Sandra M
Cumpston, Jennifer Lucille
Cumpston, Jennifer Lucille
Cumpston, Jennifer Lucille
Cumpston, Jennifer Lucille
Cumpston, Jennifer Lucille
Cumpston, Jennifer Lucille
Cumpston, Jennifer Lucille
Fay, Kristine A
Fay, Kristine A
Fay, Kristine A
Gallyot, Dilyss A
Gustis, Steven
Cousins, Matthew L
Gallyot, Dilyss A
Gallyot, Dilyss A
Gallyot, Dilyss A
Roberts, Ellen Marie
Roberts, Ellen Marie
McIntosh, Jennifer Ann
McIntosh, Jennifer Ann
McIntosh, Jennifer Ann
Parks, Wendy E
Parks, Wendy E
Parks, Wendy E
Refakes, Eugene Aristides
Refakes, Eugene Aristides
Refakes, Eugene Aristides
Gustis, Steven
Gallyot, Dilyss A
Fay, Kristine A
Fay, Kristine A
Smid, Kathleen A
Smid, Kathleen A
Smid, Kathleen A
Hunnicut, Marianne
Ikezoë Heard, Nishia D
Gallyot, Dilyss A
Gallyot, Dilyss A
Fay, Kristine A
Fay, Kristine A
Deasy, Daniel J
Gallyot, Dilyss A
McIntosh, Jennifer Ann
McIntosh, Jennifer Ann
Stock, Lisa Anne
Stock, Lisa Anne
Stock, Lisa Anne
Stock, Lisa Anne
Gallyot, Dilyss A
Gustis, Steven

Request Purpose
Film Festival
Virtual field trips and other course related expenses for Seed, Soil and the Soul Seminar.
Virtual field trips and other course related expenses for the Environmental Predicament class.
Annual 2021 membership for Population Reference Bureau (PRB)
annual membership dues for National Assoc of Bio Teachers (NABT)
Morton Arboretum annual membership 2021
2021 annual membership dues
National Science Teachers Assoc (NSTA) 2021 membership dues
FY2021 Professional Development activity to keep current in industry and education.
FY2021 Perkins professional development activity (not College PD) for American Horticulture
FY2021 Professional development to participate in virtual industry event.
To enhance knowledge about dementia care during a pandemic. Dementia is an IDPH mandatory topic in the course I teach, NURSA 1105.
To learn the best practices in student advising, and to network with other counselors/advisors in higher education from around the country.
Professional Development
to continue my advance degree
to complete degree
required nursing duties
Notary Renewal
Notary Renewal
Professional association membership for American Library Association and Association of College and Research Libraries.
Professional association membership for Illinois Library Association.
The Evaluation and Measurement of Library Services is a book directly related to my work as Public Services Committee Chair.
Entry fee for Ragan Communications awards.
SxSW conference attendance
PR News Social Media Awards Entry fees
Attendance at 2020 ACCT Leadership Congress, Chicago, IL Sept. 30 - Oct. 4, 2020
Attendance at 2020 ACCT Leadership Congress, Chicago, IL Sept. 30 - Oct. 4, 2020
Attendance at the ILGFOA Annual Conference, 9/22 - 10/1/20 (Virtual)
To learn the latest best practices in student advising, and to network with other counselors/advisors in higher education around the country.
Maintain licensure
Attend NACCE 2020 (10/13-10/16) Conference virtually.
Professional Development for course work.
Meet & Greet as well as transportation service for CCI students arriving at O'Hare Airport. Meet students, secure luggage and transport students to Lakeside Apartments
Transportation to and from the COVID testing site
Food Provisions for CCI Students for 14 day quarantine
AAUW Dues Membership
To learn and build upon student success, through collaboration and discussions with peers. Was suggested to me to attend by Cesar Flores Interim Dean of Enrollment
Reimbursement for NIU Tuition Summer 2020
Tuition Reimbursement for Fall 2020 NIU
FY2021 Professional Development activity to keep current in industry and education.
FY2021 professional development request for virtual conference attendance.
Teaching spring make up classes off campus per Pat O'Shaughnessy & Joe Cassidy.
Renew membership with Association for Talent Development
To participate and present at OE Global Conference.
To learn about additional open educational resources and how to better advocate for open educational resources.
Designed for college and university leaders to understand strategic and operational issues that arise when preparing for, responding to and recovering from crisis
Attend the Instructional Technology Council conference e learning 2021 which supports my committee work and our division's instruction of online and hybrid courses
Attend American Association of Community College 2021 virtual conference
Attend the HLC 2021 conference
Grant writing workshop to enhance grant writing opportunities for the dental hygiene program
To learn the latest best practices in student advising, and to network with other counselors/advisors in higher education around the country.

43PG	ENAI 2020 (Virtual)	Jul 13, 2020
4AL6	NACADA Annual Conference	Sep 17, 2020
46K9	20 8 20 tuition pro dev	Aug 31, 2020
4ALG	Professional Development AAFPE	Sep 22, 2020
46K3	ACTE Best Practices	Sep 2, 2020
46K4	NACCE Virtual Conference	Aug 25, 2020
493Q	NACCE Virtual Conference	Sep 10, 2020
4AME	NACEP's annual conference	Oct 15, 2020
46HM	Telehealth and Anxiety Treatment	Jul 1, 2020
4D7R	CADC Certification Dues	Nov 4, 2020
4ERF	Request Type 2	Dec 21, 2020
4DAV	IIRP RP 525 Restorative Practice	Dec 11, 2020
4DAV	IIRP RP 525 Restorative Practice	Dec 11, 2020
46HN	Administrative Professional Conf	Jul 8, 2020
4D7Q	AMA online workshop	Nov 4, 2020
47YX	IL Comm College Assessment Fair	Sep 14, 2020
47YX	IL Comm College Assessment Fair	Sep 14, 2020
4ALD	ICTA Virtual Conference	Sep 21, 2020
4D7L	Clinical Site Visit IMMC	Nov 10, 2020
4ALY	American Health Info Mgmt Assoc	Oct 5, 2020
4D7E	AHIMA20 Virtual Conference	Oct 28, 2020
4D7G	AHIMA Association Dues	Nov 10, 2020
4DAJ	Management Center Training	Dec 9, 2020
4AML	IAIR Annual Forum Fee	Oct 8, 2020
4ANC	2020 NACEP Conference	Oct 21, 2020
4DAC	Justin Hardee	Dec 14, 2020
46HR	Harwig 2020.07.06 Collection An	Jul 6, 2020
4AKU	GFOA Budget and Beyond Webinar	Sep 15, 2020
4AN7	American Horticulture virtual PD	Oct 16, 2020
4EQY	ILCA iLandscape Virtual Conf	Dec 15, 2020
4DC3	NASFAA Leadership Symposium	Dec 10, 2020
4AL3	NACADA Annual Conference	Sep 17, 2020
47YT	HACU 34th Annual Conference	Sep 1, 2020
4AMQ	ICA's 72nd Annual Conference '20	Oct 14, 2020
4ANH	ISCA Annual Conference 2020	Oct 19, 2020
4D77	ICA webinar: D&I on College Camp	Oct 26, 2020
4D9F	AMA HigherEd Symposium	Nov 12, 2020
4D9G	AMA Annual Dues	Nov 12, 2020
4DAK	Maki Jursinic	Dec 3, 2020
4D9D	XC Championships (11/13-11/14)	Nov 17, 2020
4D9D	XC Championships (11/13-11/14)	Nov 17, 2020
4D9D	XC Championships (11/13-11/14)	Nov 17, 2020
4D9D	XC Championships (11/13-11/14)	Nov 17, 2020
4AKQ	POD Network Conference	Sep 14, 2020
493T	Kelley 2020-11 POD Network Nat.	Sep 11, 2020
493U	Milage to Off Site Massage Class	Oct 5, 2020
4943	Kickels 2020-11-4 LMCC	Sep 14, 2020
4D7U	Kickels 2020-10 ALA Membership	Nov 2, 2020
4D7A	Elizabeth Kiedaisch	Oct 27, 2020
493X	Konkel OLAC Conference 2020	Sep 14, 2020
4ANF	Koteles 2020-11-3 DLS Conference	Oct 26, 2020
4DAR	Fall Tuition Reimbursement	Dec 22, 2020
46JE	Wendy McCambridge	Aug 3, 2020

Tuition / Conference - Classified-5209017
Conference-Seminar (No Prof Dev)-5503005
Tuition / Conference - Classified-5209017
Tuition / Conference- Faculty-5209014
Conference/Seminar (No Prof Dev) - Grant-5507099
Tuition / Conference - Admin-5209015
Tuition / Conference - Admin-5209015
Conference/Seminar (No Prof Dev) - Grant-5507099
Tuition / Conference- Faculty-5209014
Dues-Faculty-5209018
Dues-Faculty-5209018
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Tuition / Conference - Classified-5209017
Tuition / Conference - Classified-5209017
Hotel-In State-5502006
Personal Car Mileage-Out of State-5503006
Tuition / Conference- Faculty-5209014
Car Mileage-In State
Dues-Faculty-5209018
Tuition / Conference- Faculty-5209014
Dues-Faculty-5209018
Tuition / Conference - Classified-5209017
Dues-5406002
Conference/Seminar (No Prof Dev) - Grant-5507099
Tuition / Conference - Classified-5209017
Tuition / Conference - Classified-5209017
Conference/Seminar (No Prof Dev)-5502005
Tuition / Conference - Classified-5209017
Tuition / Conference - Classified-5209017
Conference/Seminar (No Prof Dev)-5502005
Conference-Seminar (No Prof Dev)-5503005
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Tuition / Conference - Admin-5209015
Dues - Admin-5209020
Conference/Seminar (No Prof Dev)-5502005
Meals Itemized-Out of State-5503006
Parking- Out of State-5503006
Tolls - Out of State-5503006
Transportation - Taxi/Limo/Bus/Subway/Other-Out of State-5503006
Conference/Seminar (No Prof Dev)-5502005
Tuition / Conference- Faculty-5209014
Car Mileage-In State
Tuition / Conference- Faculty-5209014
Dues-Faculty-5209018
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference - Classified-5209017
Tuition / Conference - Admin-5209015

[illegible]



30	14230	100	112.50000000	01	90	00835
30	00465	100	375	01	30	00465
20	00262	100	1,850	01	90	00835
10	00097	100	199	01	90	00835
20	00433	100	240	06	10	02637
20	00433	100	349	01	90	00835
20	00433	100	399	01	90	00835
20	00374	100	175	01	20	00374
10	00197	100	199.99000000	01	90	00835
10	00197	100	238	01	90	00835
10	00197	100	100	01	90	00835
10	00149	29.49194548	476.00000005	01	90	00835
10	00149	70.50805452	1,137.99999995	01	10	00788
80	00781	100	1,095	01	90	00835
90	00825	100	22.85000000	01	90	00835
10	00225	100	89.27000000	01	20	00441
10	00225	100	220.23000000	01	20	00441
10	00361	100	76	01	90	00835
80	00789	100	35.38000000	01	20	00429
10	00189	100	205	01	90	00835
10	00189	100	695	01	90	00835
10	00189	100	195	01	90	00835
30	00463	100	650	01	30	00463
90	00817	100	20	01	90	00817
20	00374	100	525	06	10	02637
30	00467	100	199	01	90	00835
20	15240	100	175	01	90	00835
80	00758	100	135	01	80	00758
10	00077	100	379	01	90	00835
10	00077	100	99	01	90	00835
30	00449	100	450	01	30	00449
30	00465	100	215	01	30	00465
80	00394	100	340	01	80	00394
80	00394	100	200	01	80	00394
80	00394	100	214	01	80	00394
80	00394	100	30	01	80	00394
90	00825	100	199	01	90	00835
90	00825	100	149	01	90	00835
80	00757	100	135	01	80	00757
30	17100	100	45	01	30	17100
30	17100	100	20	01	30	17100
30	17100	100	20	01	30	17100
30	17100	100	75	01	30	17100
10	00453	100	225	01	10	00453
20	15240	100	225	01	90	00835
80	00789	100	185.60000000	01	80	00281
20	15240	100	99	01	90	00835
20	15240	100	283	01	90	00835
20	00788	100	795	01	20	00788
20	15240	100	100	01	90	00835
20	15240	100	90	01	90	00835
50	14627	100	1,397.40000000	01	90	00835
80	00785	100	349	01	80	00785

Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Conference-Seminar (No Prof Dev)-5503005	Not Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Conference/Seminar (No Prof Dev) - Grant-5507099	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Conference/Seminar (No Prof Dev) - Grant-5507099	Not Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Hotel-In State-5502006	Fully Allocated	Approved
Personal Car Mileage-Out of State-5503006	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Car Mileage-In State	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Not Allocated	Approved
Dues-5406002	Not Allocated	Approved
Conference/Seminar (No Prof Dev) - Grant-5507099	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Cancelled
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference-Seminar (No Prof Dev)-5503005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Dues - Admin-5209020	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Meals Itemized-Out of State-5503006	Not Allocated	Approved
Parking- Out of State-5503006	Not Allocated	Approved
Tolls - Out of State-5503006	Not Allocated	Approved
Transportation - Taxi/Limo/Bus/Subway/Other-Out of State-5503006	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Car Mileage-In State	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Not Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Not Allocated	Approved



Szakonyi, Diane R
Gustis, Steven
Cumpston, Jennifer Lucille
Fay, Kristine A
Stock, Lisa Anne
Stock, Lisa Anne
Stock, Lisa Anne
Sims, Cynthia H
Hunnicut, Marianne
Hunnicut, Marianne
Hunnicut, Marianne
Hunnicut, Marianne
Hunnicut, Marianne
McCambridge, Wendy Anne
Jorgensen, Laurette E
Gallyot, Dilyss A
Gallyot, Dilyss A
Ramos, Anthony Mark
Gallyot, Dilyss A
Gallyot, Dilyss A
Gallyot, Dilyss A
Gallyot, Dilyss A
Flores, Cesar Augusto
Kostecki, James Richard
Sims, Cynthia H
Montes, Nathania G
McIntosh, Jennifer Ann
Roberts, Ellen Marie
Fay, Kristine A
Fay, Kristine A
Del Rosario, Diana
Gustis, Steven
Montes, Nathania G
Montes, Nathania G
Montes, Nathania G
Montes, Nathania G
Parks, Wendy E
Parks, Wendy E
Brady, Scott L
Del Rosario, Diana
Del Rosario, Diana
Del Rosario, Diana
Del Rosario, Diana
Watson, Sonia
McIntosh, Jennifer Ann
Deasy, Daniel J
McIntosh, Jennifer Ann
McIntosh, Jennifer Ann
Cumpston, Jennifer Lucille
McIntosh, Jennifer Ann
McIntosh, Jennifer Ann
Deasy, Daniel J
Caputo, Brian William

Academic Integrity Conference (Now Virtual)

To learn best practices in student advising, and to network with other counselors/advisors in higher education around the country.

Tuition reimbursement for professional development

Professional development activity to participate in virtual conference.

FY2021 Perkins Activity, RRQ7cA3.4

FY2021 professional development activity to virtually attend the Natl Assn for Com College Entrepreneurship

FY2021 professional development activity to attend Natl Assn of Community College Entrepreneurship (NACCE) virtual conference.

Professional development conference for Dual Credit.

Professional development

Certification dues

Books for professional development

Increase course offerings within discipline

Increase course offerings within discipline

Administrative Professionals/Executive Assistant Conference & Summit (virtual)

September 13 - 16, 2020

online workshop - blueprint for email marketing success

Attend IL Community College Assessment Fair

Attend IL Community College Assessment Fair

To attend the Illinois Communication and Theatre (Virtual) Conference

Clinical site visit

Annual dues for my professional association

Attend virtual annual professional conference

Professional association dues for 2021

.Management Training. <https://www.managementcenter.org/upcoming/?arlo-category=2-for-managers-management-crash-course&arlo-month=&arlo-location=>

Is to participate in the Illinois Association for Institutional Research annual forum in Nov 2020.

to attend the 2020 NACEP Conference

National Transfer Conference

To learn more about collection analysis.

Training

FY2021 professional development request to attend virtual conference, American Horticulture.

FY2021 Professional development request to attend industry virtual event.

This will provide me an opportunity to grow professionally, expand my network, and become a leader on campus.

To learn the best practices in student advising, and to network with other counselors/advisors in higher education around the country.

Virtual conference for professional enrichment of practices in the education of Hispanics.

Conference-Navigating the Future: Strategies for Success

Enhance my school counseling knowledge, improve my school counseling program and network with other school counselors to discover best practices in the field

Provide information and strategies to increase diversity and inclusion practices for college counselors and other professional working in academic settings.

Attend Virtual AMA Conference

Annual Dues for American Marketing Association

To attend GFOA annual GAAP update

Cross country national Championships in Ft. Dodge Iowa

Cross country national Championships in Ft. Dodge Iowa

Cross country national Championships in Ft. Dodge Iowa

Cross country national Championships in Ft. Dodge Iowa

Conference

To virtually attend a conference that promotes improving learning and teaching in higher education.

Massage classes being held at an off site location due to COVID 19 pandemic

To learn new communication and marketing strategies.

Professional association membership for American Library Association and Association of College and Research Libraries.

Attend a virtual SEM Conference

Virtual conference providing professional development in my area of responsibility-- how-to and updates taught by professional colleagues from the Library of Congress of electronic resources and nonprint materials cataloging.

Learn new and emerging techniques for more effective library instruction in online and virtual environments.

Reimbursement for Graduate Tuition Expense

ACCT Leadership Congress - Online

46JA	Innovation Forum Leaders of CC	Jul 30, 2020
4AMM	HACU 2020 Conference	Oct 8, 2020
4AMJ	American Folklore Society Annual	Oct 8, 2020
493P	McIntosh 2020-09 ALA Dues Renew	Sep 9, 2020
4ERP	McIntosh 2020-12 Prof Dvlpmt Bk	Dec 22, 2020
4AL7	NACADA Annual Conference	Sep 17, 2020
4ERE	2021 ASA Renewal	Dec 17, 2020
4ALM	Professional Development	Sep 29, 2020
4ALN	Professional Development SHRM	Sep 29, 2020
4AMH	NACEP conference	Oct 7, 2020
46K7	Donor Visit	Aug 20, 2020
4ANG	Orenic 2020-11-4 DLS Conference	Oct 26, 2020
4AKT	Art Institute Membership	Sep 15, 2020
4AM4	LAS Pilsen Murals virtual tour	Oct 2, 2020
4ALF	PRSA Webinar	Oct 5, 2020
4D9P	S x SW Conference	Nov 18, 2020
46JG	REAL 612	Aug 5, 2020
46JH	EEND 725	Aug 13, 2020
4D79	REAL 694	Oct 27, 2020
4AKR	POD Network Conference	Sep 15, 2020
4D7K	IACTE	Oct 29, 2020
4D9A	POD Network Conference	Nov 5, 2020
4D9K	Professional Dues	Nov 19, 2020
4D9T	M. Saadiq - Kahoot Subscription	Nov 23, 2020
4D6X	AACRAO SEM Conference	Oct 19, 2020
4D6W	Connect 2020: NACEP Digital Foru	Oct 19, 2020
4D6Y	2020 NACEP Conference	Oct 23, 2020
4AKV	GFOA Budget and Beyond Webinar	Sep 15, 2020
4DAD	AMS Membership Dues 2021	Dec 4, 2020
46HX	Summer Institute for Faculty	Jul 9, 2020
493Y	Webinar: Fostering Student Belon	Sep 17, 2020
4D7F	National Museum virtual tour	Nov 1, 2020
493R	EDUCAUSE 2020	Sep 15, 2020
46HQ	IL CPA Society Annual Conf 2020	Jul 6, 2020
4D7M	2020 GFOA Annual GAAP Update	Oct 30, 2020
493M	Stephanie Vlach	Sep 9, 2020
493L	Clinical site visits	Sep 8, 2020
4AL9	site visits	Sep 17, 2020
4AMD	Clinical site visit (IMMC)	Oct 6, 2020
4AKP	POD Network Conference	Sep 14, 2020
4ALQ	ICTA Conference	Sep 24, 2020
4D7J	IATCE	Oct 30, 2020
4AKM	Art Institute Membership PD	Sep 14, 2020
4DC9	CAA 2021 Virtual Conference	Dec 14, 2020
4DC9	CAA 2021 Virtual Conference	Dec 14, 2020
4DAT	Christopher Wosachlo	Dec 15, 2020
4AM9	IEMA Accreditation Renewal	Oct 5, 2020
4AMA	SNMMI Professional Dues	Oct 5, 2020
4AMW	NACEP Conference	Oct 15, 2020
4D7D	Course Reimbursement/Lane Change	Nov 5, 2020

## Summary

Jan 4, 2021

Tuition / Conference - Admin-5209015
Tuition / Conference - Admin-5209015
Tuition / Conference- Faculty-5209014
Dues - Admin-5209020
Dues - Admin-5209020
Conference-Seminar (No Prof Dev)-5503005
Dues-Faculty-5209018
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Car Mileage-In State
Tuition / Conference- Faculty-5209014
Dues-Faculty-5209018
Conference/Seminar (No Prof Dev)-5502005
Tuition / Conference - Admin-5209015
Conference/Seminar (No Prof Dev) - Grant-5507099
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Dues-Faculty-5209018
Tuition / Conference- CODA-5209016
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar/Meeting On-Campus - Grant-5507099
Conference/Seminar/Meeting On-Campus - Grant-5507099
Conference/Seminar (No Prof Dev)-5502005
Dues-5406002
Conference/Seminar (No Prof Dev) - Grant-5507099
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Tuition / Conference - Classified-5209017
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Dues-Faculty-5209018
Car Mileage-In State
Car Mileage-In State
Car Mileage-In State
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Conference/Seminar (No Prof Dev)-5502005
Dues-Faculty-5209018
Dues-Faculty-5209018
Tuition / Conference- Faculty-5209014
Tuition / Conference - Classified-5209017
Dues-Faculty-5209018
Dues-Faculty-5209018
Tuition / Conference- Faculty-5209014
Tuition / Conference- Faculty-5209014

[illegible]

30	00445	100	395 01	90	00835
30	00445	100	170 01	90	00835
10	00309	100	185 01	90	00835
20	15265	100	286 01	90	00835
20	15265	100	30 01	90	00835
30	00465	100	375 01	30	00465
10	00269	100	517 01	90	00835
10	00025	100	699 01	90	00835
10	00025	100	850 01	90	00835
10	00085	100	175 06	10	02637
90	00821	100	174 01	90	00821
20	15240	100	90 01	90	00835
10	00297	100	200 01	90	00835
10	00325	100	375 01	10	00389
80	00773	100	795 01	90	00835
80	00773	100	149 01	90	00835
10	00197	100	585 01	90	00835
10	00197	100	615 01	90	00835
10	00197	100	612 01	90	00835
10	02637	100	225 06	10	02637
10	02637	100	260 06	10	02637
10	02637	100	225 01	10	00453
10	00237	100	330 01	90	00835
80	00789	100	72 01	90	00835
10	00309	100	595 01	10	00309
10	00353	100	175 06	10	02637
20	00442	100	175 06	10	02637
80	00758	100	135 01	80	00758
10	00165	100	110 01	90	00835
20	00441	100	784 01	30	00485
30	00446	100	495 01	30	00446
10	00109	100	100 01	10	00389
10	15165	100	495 01	90	00835
80	00757	100	210 01	80	00757
80	00757	100	135 01	80	00757
10	00233	100	129 01	10	00233
10	00157	100	55.10000000 01	20	00429
10	00157	100	112.58000000 01	10	00157
10	00157	100	35.96000000 01	10	00157
10	00453	100	225 01	10	00453
10	00453	100	78 01	10	00453
10	00453	100	200 01	10	00453
10	00297	100	200 01	90	00835
10	00297	100	100 01	90	00835
10	00297	100	250 01	90	00835
70	00705	100	850 01	90	00835
10	00221	100	122.70000000 01	90	00835
10	00221	100	135 01	90	00835
10	00173	100	175 06	10	02637
10	00173	100	2,090 01	90	00835
57,752.80000000					
- 1 -					



Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Dues - Admin-5209020	Fully Allocated	Approved
Dues - Admin-5209020	Fully Allocated	Approved
Conference-Seminar (No Prof Dev)-5503005	Not Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Car Mileage-In State	Not Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Cancelled
Dues-Faculty-5209018	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Fully Allocated	Approved
Tuition / Conference - Admin-5209015	Fully Allocated	Approved
Conference/Seminar (No Prof Dev) - Grant-5507099	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Cancelled
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference- CODA-5209016	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Fully Allocated	Approved
Conference/Seminar/Meeting On-Campus - Grant-5507099	Fully Allocated	Approved
Conference/Seminar/Meeting On-Campus - Grant-5507099	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Dues-5406002	Fully Allocated	Approved
Conference/Seminar (No Prof Dev) - Grant-5507099	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Dues-Faculty-5209018	Not Allocated	Approved
Car Mileage-In State	Fully Allocated	Approved
Car Mileage-In State	Not Allocated	Approved
Car Mileage-In State	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Conference/Seminar (No Prof Dev)-5502005	Not Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference - Classified-5209017	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Dues-Faculty-5209018	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved
Tuition / Conference- Faculty-5209014	Fully Allocated	Approved

Flores, Cesar Augusto
Flores, Cesar Augusto
Martins, Sandra M
Hunnicut, Marianne
Hunnicut, Marianne
Gustis, Steven
Hunnicut, Marianne
Fay, Kristine A
Fay, Kristine A
Hunnicut, Marianne
Johnson, Walter J
McIntosh, Jennifer Ann
Ramos, Anthony Mark
Martins, Sandra M
Caputo, Brian William
Caputo, Brian William
Hunnicut, Marianne
Hunnicut, Marianne
Hunnicut, Marianne
Stock, Lisa Anne
Stock, Lisa Anne
Stock, Lisa Anne
Gallyot, Dilyss A
Martins, Sandra M
Martins, Sandra M
Ramos, Anthony Mark
Curtis, Mark Anthony
Hayley, Robert L
Cumpston, Jennifer Lucille
Curtis, Mark Anthony
Montes, Nathania G
Ramos, Anthony Mark
Landers, Susan K
Brady, Scott L
Brady, Scott L
Hunnicut, Marianne
Gallyot, Dilyss A
Gallyot, Dilyss A
Gallyot, Dilyss A
Stock, Lisa Anne
Stock, Lisa Anne
Stock, Lisa Anne
Ramos, Anthony Mark
Ramos, Anthony Mark
Ramos, Anthony Mark
Inman, Donald
Gallyot, Dilyss A
Gallyot, Dilyss A
Hunnicut, Marianne
Hunnicut, Marianne



This two-hour online forum is a space to share emerging practices and models, learn from one another, and brainstorm new approaches.

Attend virtual workshops on 10/27 including "Excellence in Early College Programs."

Conference

Annual renewal of professional association dues to the American Library Association.

Serving Our Public 4.0: Standards for Illinois Public Libraries, 2020 will provide useful information/ideas that may relate to the COD Library.

To learn the latest best practices in student advising, and to network with other counselors/advisors in higher education around the country.

Renewal of membership in professional organization

Test prep class Fall 2020.

HR exam prep self-study class for SHRM - SCP exam certification.

Attend NACEP conference

Visit Foundation donor in Peoria Heights, Illinois

To learn about more effective library instruction in online and virtual environments.

Annual Art Institute membership

LAS Committee is purchasing up to 75 tickets for participants to attend a virtual tour of the Pilsen murals, hosted by the Chicago History Museum, on Oct 20.

Communications - how to navigate a world disrupted

These powerful presentations by diverse visionaries from the ever-evolving worlds of Interactive social media, etc.

Course about foundations upon which character education is based.

Course to learn how to implement effective instructional strategies that will help me to enrich the classroom environment

Explore the meaning of mindfulness in the classroom to help work with student anxiety.

Conference

To present at a CTE conference

Conference

Professional Dues

Online Use with Students

Conference

To learn more about NACEP standards as part of the Concurrent Enrollment Committee.

Attend 2020 NACEP Conference

Training

Renew Membership in the American Meteorological Society (See attached)

Paying for 20 faculty members and administrators to attend the virtual 2020 Summer Institute.

Webinar on Fostering Student Belonging to Support Retention Despite the Global Pandemic.

National Museum of Mexican Art virtual tour

Presenting at national conference on technology in higher education.

IL CPA Society Annual Conference

annual accounting webinar

Personal Training Certification Renewal Fee

Clinical site visits

Clinical site visits: Sinai, Holy Cross, Mercy Chgo

Clinical site visit

Conference

Conference

Conference Presentation

Professional Development Annual Dues/Membership:

The Art Institute of Chicago is one of the most prominent art museums in the world. Membership allows me unlimited access to AIC and 15 other art museums for lectures, special exhibitions, etc.

Annual College Art Association Virtual Conference

Annual College Art Association Virtual Conference

CPMM - Certified Professional Maintenance Manager Class for professional accreditation

This License is required to perform the duties of my job.

This membership helps me stay current in my teaching specialty.

Attend PD as a member of the Concurrent Enrollment Committee

The purpose of taking these hours is to complete my EdD in Curriculum and Instruction at NIU.

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Jan 11 13:56:34 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: December AMEX Allocation  
-----

---

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Monday, January 11, 2021 1:52 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: December AMEX Allocation

Marivic,

FYI from Jon... Do we still need to do anything?

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](mailto:sekerkaj@cod.edu)



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---

**From:** Hetelle, Jon  
**Sent:** Monday, January 11, 2021 1:38 PM  
**To:** Sekerka, Joyce; Refakes, Eugene  
**Subject:** RE: December AMEX Allocation

Hi Joyce,

I can't answer your question as I'm not aware of Jill's procedures, but 01-80-00757-5909060 is a clearing account so it's not going to have a budgeted balance.

Thanks

Jon Hetelle  
Financial Systems Analyst  
College of DuPage  
Phone: 630-942-2634  
Email: [hetellej@cod.edu](mailto:hetellej@cod.edu)

---

**From:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Sent:** Monday, January 11, 2021 1:22 PM  
**To:** Refakes, Eugene <[refakese@cod.edu](mailto:refakese@cod.edu)>; Hetelle, Jon <[hetellej@cod.edu](mailto:hetellej@cod.edu)>  
**Subject:** Fw: December AMEX Allocation

Hi Eugene/Jon,

Do you know how this was handled previously? Please see Marivic's e-mail below regarding over budget GL for AMEX.

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](mailto:sekerkaj@cod.edu)



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**From:** Zerrudo, Maria  
**Sent:** Monday, January 11, 2021 1:18 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: December AMEX Allocation

Hi Joyce,

While waiting for Eugene's approval, I vouchered the Amex current charge of \$ 3,897.00 but the GL for Amex (GL 01-80-00757-5909060 ) is over budget by \$ 10,858.11.  
In the past, Jill was the one who vouchered Amex and I just cut the check, so I am not sure how she handled the GL over budget.

Should I override it?

Thanks

**Marivic Zerrudo**

Accounts Payable Team Leader

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

---

**From:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>

**Sent:** Monday, January 11, 2021 9:14 AM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** Re: December AMEX Allocation

I just sent back to Eugene. AMEX has our card shut-off and we can charge anything.

Hopefully, I can get approved today, but we still owe more until we can use the cc.

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](mailto:sekerkaj@cod.edu)



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---

**From:** Zerrudo, Maria

**Sent:** Monday, January 11, 2021 8:45:59 AM

**To:** Sekerka, Joyce

**Subject:** FW: December AMEX Allocation

Hi Joyce,

Still waiting for Eugene's approval.  
Maybe you can approve instead of Eugene?

Thanks

**Marivic Zerrudo**

Accounts Payable Team Leader

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

---

**From:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>

**Sent:** Friday, January 8, 2021 10:56 AM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** Re: December AMEX Allocation

Okay thanks, who approves, Eugene?

**Joyce Sekerka**

Accounts Payable Supervisor

**College of DuPage**

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



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---

**From:** Zerrudo, Maria

**Sent:** Friday, January 8, 2021 10:52:19 AM

**To:** Sekerka, Joyce

**Subject:** FW: December AMEX Allocation

Hi Joyce,

Yes, I need the statement approved, GL no. and the amount to pay.

Thanks

**Marivic Zerrudo**

Accounts Payable Team Leader

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

---

**From:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>

**Sent:** Friday, January 8, 2021 10:50 AM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** Fw: December AMEX Allocation

Hi Marivic,

Can you please process the AMEX or do you need anything else?

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](mailto:sekerkaj@cod.edu)



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---

**From:** Hetelle, Jon

**Sent:** Friday, January 8, 2021 10:46 AM

**To:** Vosicky, Judith

**Cc:** Refakes, Eugene; Sekerka, Joyce; Zayas, Juan

**Subject:** December AMEX Allocation

Hi Judy,

Here's the December AMEX allocation.

Joyce – Please voucher/pay American Express **\$3,897.00**, which represents the amount of new December charges.

Thanks

Jon Hetelle  
Financial Systems Analyst  
College of DuPage  
Phone: 630-942-2634  
Email: [hetellej@cod.edu](mailto:hetellej@cod.edu)

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Fri Jan 15 08:14:21 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: American Express Check Request 01.11.21.pdf  
-----

---

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Thursday, January 14, 2021 9:33 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: American Express Check Request 01.11.21.pdf

Hi Marivic,

Can you squeeze this in for payment today?

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](mailto:sekerkaj@cod.edu)

---

**From:** Refakes, Eugene <[refakese@cod.edu](mailto:refakese@cod.edu)>  
**Sent:** Thursday, January 14, 2021 9:21 AM  
**To:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Subject:** American Express Check Request 01.11.21.pdf

Hi Joyce,

Here you have it.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*  
*Financial Affairs*  
*College of DuPage*  
Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

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[attachment: American Express Check Request 01.11.21.pdf]