

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1601418

Vendor Name: JPMorgan Chase & Co

Invoice Number: PCARD DEC 2020

Invoice Date:

PO Number:

Check Number: PC21438

Check Amount: \$ 18,598.19

Check Date: 01/29/2021

Department ID: 00757

Reviewer Name:

Voucher Number: V0659022

Redaction Type: Other

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

Document Below

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Fri Jan 29 15:32:26 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Pcard and Tcard Check Requests-December Statements

From: Hall, Shameica <halls115@cod.edu>
Sent: Friday, January 29, 2021 9:47 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: Pcard and Tcard Check Requests-December Statements

Good morning Bethany,

Can you process the attached Pcard and Tcard dummy checks at your convenience?

Best regards,

Shameica Hall
Accountant II - Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA
Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

From: Virgilio, David <virgiliod@cod.edu>
Sent: Thursday, January 28, 2021 5:27 PM
To: Hall, Shameica <halls115@cod.edu>
Subject: RE: Pcard and Tcard Check Requests-December Statements

Thanks Shameica, here you go!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Hall, Shameica <halls115@cod.edu>
Sent: Thursday, January 28, 2021 5:23 PM
To: Virgilio, David <virgiliod@cod.edu>
Subject: Pcard and Tcard Check Requests-December Statements

Hi Dave,

Attached, you will find Pcard and Tcard check requests. Please review/approve at your convenience.

Thank you,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

[attachment: SH 1-28-21 Pcard Check Req December Statement_.pdf]

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

PC21438

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 - Check Request Procedure No. 10-65

Date: 1/28/2021
Vendor ID: 1601418

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	80	00757	5909061	Pcard/Travel Card Clearing	\$ 18,598.19
Grand Total							\$ 18,598.19

--- \$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.

Payee Name: J. P. Morgan Chase Bank NA

Payee Address: P.O. Box 4475
Carol Stream, IL 60197-4475

Other Instructions: Already paid electronically by automatic EFT, Debited on 1/15/2021
Please pay with dummy check

Description on Check:

December 2020 Chase PCard Statement Payment-EFT Debited on 1/15/2021.

Approvals:

Prepared By: Shameica Hall

Signature:

Payment Due:

Board Approved Date:

Approved By: David Virgilio

Date: 1/28/21

Signature:

Approved By:

Date:

Signature:

Approved By Division VP:

Date:

Signature: n/a for P Card / T Card transactions

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









