

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1601418

Vendor Name: JPMorgan Chase & Co

Invoice Number: TCARD DEC 2020

Invoice Date:

PO Number:

Check Number: TC21437

Check Amount: \$ 390.02

Check Date: 01/29/2021

Department ID: 00757

Reviewer Name:

Voucher Number: V0659021

Redaction Type: Other

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

Document Below

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From: Cruse, Bethany <cruseb199@cod.edu>  
Sent: Fri Jan 29 15:31:58 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Pcard and Tcard Check Requests-December Statements  
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**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](mailto:halls115@cod.edu)

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**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](#)**

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**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](mailto:halls115@cod.edu)

[attachment: SH 1-28-21 Tcard Check Req December Statement\_.pdf]

TC21437

## College of DuPage - Accounts Payable

Check Request Form

revised 3/27/17

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	\$ 390.02
Grand Total							\$ 390.02

## 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

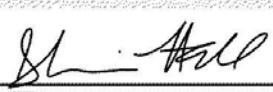
Other Instructions: Already paid electronically by automatic EFT, Debited on 1/15/2021  
Please pay with dummy check

## Description on Check:

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

## Approvals:

Prepared By: Shameica Hall

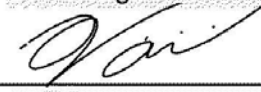
Signature: 

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](mailto:acctpay@cod.edu)





