

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1358259  
Vendor Name: American Express Travel Relate  
Invoice Number: AMEXMAR2021  
Invoice Date: 04/02/21  
PO Number:  
Check Number: 0278676  
Check Amount: \$ 9,373.95  
Check Date: 04/05/2021  
Department ID: 00757  
Reviewer Name:  
Voucher Number: V0671317  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Apr 05 08:17:17 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: American Express March 2021.pdf  
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**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Monday, April 5, 2021 8:15 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: American Express March 2021.pdf

Good Morning and Happy Monday Marivic!

I hope you had a nice long relaxing weekend. Please process the attached check request 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:** Refakes, Eugene <refakese@cod.edu>  
**Sent:** Friday, April 2, 2021 4:35 PM  
**To:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Subject:** American Express March 2021.pdf

Hi Joyce,

Here you go. Happy weekend.

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)

**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.*

[attachment: American Express March 2021.pdf]

[attachment: Statement\_Mar\_2021.pdf]

[attachment: Request AMEX\_March 2021.pdf]

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: 4/2/2021  
Vendor ID: 1358259

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
AMEXMAR2021	01	80	00757	5909060	AmEx Clearing	\$ 9,373.95

Grand Total

\$ 9,373.95

--- \$1,000 and Greater Approval of Division Vice President Required ---

**AP VERIFIED**

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: American Express  
Payee Address: PO BOX 650448 Dallas, TX 75265-0448

Other Instructions:

Description on Check:

March 2021 statement

Approvals:

Prepared By: Joyce Sekerka 4.2.21

Signature: *Joyce Sekerka*

Payment Due:

Board Approved Date:

Approved By: Eugene

Refakes

Signature:

Approved By:

Signature:

Approved By Division VP:

Signature:

Digitally signed by Eugene Refakes  
Date: 2021.04.02 16:33:43 -05'00'

Date:

Date:

Date:

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  
**XXXX-XXXXX6-41008**

Closing Date  
**03/30/21**

Page 1 of 4

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
14,100.51	9,473.95	0.00	14,161.51	0.00	<b>9,412.95</b>

For important information  
regarding your account  
refer to page 2.

Please submit all outstanding expenses.

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	0.00	-14,161.51
XXXX-XXXXX6-43012	SCOTT BRADY	9,473.95	0.00
	<b>Total</b>	<b>9,473.95</b>	<b>-14,161.51</b>

## Activity

Date reflects either transaction or posting date

Card Number	XXXX-XXXXX6-41008	Reference Code	Amount \$
03/02/21	PAYMENT RECEIVED - THANK YOU	03/02 08035000000	-1,577.67
03/23/21	PAYMENT RECEIVED - THANK YOU	03/23 08034000000	-12,583.84
<b>Total for BRIAN W. CAPUTO</b>		New Charges/Other Debits Payments/Other Credits	0.00 -14,161.51

↓ 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

Account Number  
3787-508176-41008 Payable upon receipt in  
U.S. Dollars.

Enter 15 digit account  
number on all payments.

**Amount Due**  
**\$9,412.95**

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.

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 650448  
DALLAS TX 75265-0448

0000378750817641008 000941295000947395 30H4

**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  
XXXX-XXXXX6-41008

Closing Date  
03/30/21

Page 3 of 4

## Activity Continued

Card Number XXXX-XXXXX6-43012					Reference Code	Amount \$
03/02/21	THE HIGHER LEARNING CHICAGO IL	74744551061	312-263-0456	03/01/21	74744551061	399.00
03/02/21	AGB 2022968400 DC	10061320532	2022968400	03/01/21	10061320532	329.00
	REF# 10061320532					
	EDUCATIONAL					
	ROC NUMBER 100613205327					
03/02/21	AGB 2022968400 DC	10061312534	2022968400	03/01/21	10061312534	329.00
	REF# 10061312534					
	EDUCATIONAL					
	ROC NUMBER 100613125344					
03/02/21	ELLUCIAN 0430 MALVERN PA					175.00
	REF# IVE 2020 2 610-578-5019			03/02/21		
	TUITION/FEES					
	ROC NUMBER IVE 2020 2					
03/02/21	ELLUCIAN 0430 MALVERN PA					175.00
	REF# IVE 2020 2 610-578-5019			03/02/21		
	TUITION/FEES					
	ROC NUMBER IVE 2020 2					
03/02/21	ELLUCIAN 0430 MALVERN PA					175.00
	REF# IVE 2020 2 610-578-5019			03/02/21		
	TUITION/FEES					
	ROC NUMBER IVE 2020 2					
03/02/21	ELLUCIAN 0430 MALVERN PA					175.00
	REF# IVE 2020 2 610-578-5019			03/02/21		
	TUITION/FEES					
	ROC NUMBER IVE 2020 2					
03/02/21	ELLUCIAN 0430 MALVERN PA					175.00
	REF# IVE 2020 2 610-578-5019			03/02/21		
	TUITION/FEES					
	ROC NUMBER IVE 2020 2					
03/04/21	ESCO INSTITUTE, LTD MOUNT PROSPECT IL					129.95
	REF# NT_J3R7VRDB +18007269696			03/04/21		
03/05/21	UT NISOD AUSTIN TX	02021989002			02021989002	449.00
	REF# 02021989002		COLLEGE/UNIVERSI	03/04/21		
03/12/21	AIR 948908990760602 TALLAHASSEE FL	73011001071			73011001071	299.00
	730110010 ID3BLF9aAH 601376			03/11/21		
	ROC NUMBER 7301100107190001					
03/12/21	AMERICAN ASSOC OF CO WASHINGTON DC	32170201070			32170201070	500.00
	REF# 32170201070		COLLEGE/UNIVERSI	03/11/21		
03/12/21	EVENT* OSU OFFICE OF TYSONS CORNER VA					285.00
	REF# NT_J6RPFT3J +15712268300			03/12/21		
03/12/21	ELLUCIAN 0430 MALVERN PA					225.00
	REF# IVE 2020 2 610-578-5019			03/12/21		
	TUITION/FEES					
	ROC NUMBER IVE 2020 2					
03/13/21	AIR 948908990760602 TALLAHASSEE FL	73011001073			73011001073	469.00
	730110010 ID3CLC3hFI 601376			03/12/21		
	ROC NUMBER 7301100107390001					
03/16/21	AIR 948908990760602 TALLAHASSEE FL	73011001075			73011001075	469.00
	730110010 ID3FLB435i 601376			03/15/21		
	ROC NUMBER 7301100107590001					
03/16/21	AIR 948908990760602 TALLAHASSEE FL	73011001075			73011001075	469.00
	730110010 ID3FLDb2CA 601376			03/15/21		
	ROC NUMBER 7301100107590001					
03/16/21	HGSE PROG IN PROF ED CAMBRIDGE MA	03157270700			03157270700	1,975.00
	REF# 0315727070 617-496-1168			03/15/21		
	TUITION/FEES					
	ROC NUMBER 0315727070					
03/18/21	AACRAO 202-293-9161 DC	000449852	2022939161	03/17/21	00044985200	449.00

Continued on reverse



Activity Continued				Reference Code	Amount \$
03/19/21	AIR 948908990760602 730110010 ID3ILG6yB0 ROC NUMBER 7301100107890001	TALLAHASSEE 601376	FL 03/18/21	73011001078	469.00
03/24/21	AMERICAN ASSOC OF CO WASHINGTON REF# 32170201082	COLLEGE/UNIVERSI	DC 03/23/21	32170201082	500.00
03/25/21	U OF I ONLINE PAYMEN URBANA REF# 00001123803 2172449384		IL 03/23/21	00001123803	180.00
03/26/21	UT NISOD REF# 02021985650	AUSTIN COLLEGE/UNIVERSI	TX 03/25/21	02021985650	499.00
<b>Total for SCOTT BRADY</b>				New Charges/Other Debits Payments/Other Credits	9,473.95 0.00

## Sekerka, Joyce

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**From:** Hetelle, Jon  
**Sent:** Friday, April 2, 2021 2:23 PM  
**To:** Vosicky, Judith  
**Cc:** Refakes, Eugene; Zayas, Juan; Sekerka, Joyce  
**Subject:** Feb AMEX Allocation / GLIM Entry  
**Attachments:** Requests\_Feb2021.xlsx; Statement\_Feb\_2021.pdf; 02\_2021 FEB 2021 TRAVEL AMEX REPORT\_JZ.xlsm; Statement\_Mar\_2021.pdf

Hi Judy,

Here's the Feb AMEX allocation & GLIM entry.

Joyce – Please voucher **\$9,373.95** for March (see attached): \$9,473.95 (New Charges) - \$100 (Feb Overpayment)

Thanks

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