

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1559827

Vendor Name: Brenda Duran

Invoice Number: 3/19/2021

Invoice Date: 03/19/21

PO Number:

Check Number: 0279073

Check Amount: \$ 80.00

Check Date: 04/13/2021

Department ID: 12691

Reviewer Name:

Voucher Number: V0670900

Redaction Type: FERPA

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

Document Below

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From: Accounts Payable <acctpay@cod.edu>  
Sent: Tue Mar 30 16:07:24 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Club Check Requests  
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**From:** Mejia, Jelymar <mejiaj742@cod.edu>  
**Sent:** Tuesday, March 30, 2021 3:42 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Club Check Requests

Hello,

Attached are the completed check requests for the PTK Presidential Scholar refunds. These students are presidential scholars and submitted their payments to PTK headquarters.

There is also a check request for the LEX membership fees to be sent to their national office.

Please let me know if you have need any additional information.

Thanks!

**Jelymar Mejia**

Front Desk Supervisor

Office of Student Life | SSC 1217

College of DuPage | 425 Fawell Blvd, Glen Ellyn, IL 60137

[mejiaj742@cod.edu](mailto:mejiaj742@cod.edu) | (630) 942-3920

Pronouns: She/Her/Hers

**My Signature Themes:**

Communication WOO Significance Positivity Developer

[attachment: BDuran CHECK REQUEST FORM.pdf JM CS.pdf]

College of DuPage - Accounts Payable  
Check Request Form  
revised 1/29/2021

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: 3/19/2021  
Vendor ID:

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	05	60	12691	5406002	Dues	\$ 80.00

Grand Total

\$ 80.00

**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:

Other Instructions:

Payee Address:

Description on Check:

PTK Presidential Scholar Reimbursement

**Approvals:**

Prepared By:

Jelymar Mejia  
Digitally signed by Jelymar Mejia  
Date: 2021.03.29 10:35:01 -05'00'

Signature:

Payment Due:

4/16/2021

Board Approved Date:

Approved By:

Signature:

Approved By:

Signature:  
Approved By Division VP:

Date:

Date:

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.



