

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085363

Vendor Name: GFOA

Invoice Number: FY2020PAFR

Invoice Date: 03/22/21

PO Number:

Check Number: 0279095

Check Amount: \$ 1,010.00

Check Date: 04/13/2021

Department ID: 00757

Reviewer Name:

Voucher Number: V0666016

Redaction Type: None

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

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Mon Mar 22 16:11:11 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: check requests for GFOA

From: Virgilio, David <virgiliod@cod.edu>
Sent: Monday, March 22, 2021 4:08 PM
To: Zerrudo, Maria <zerrudom@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: check requests for GFOA

Hi Marivic and Joyce,

I have two check requests to the GFOA I was hoping you could process - - I am not sure if they are set up in the system as electronic payment or paper check. If paper check, then no rush on it, you can add to the next regular paper check run.

Please let me know when you have a chance,

Thanks!

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: Brady, Scott <bradys310@cod.edu>
Sent: Monday, March 22, 2021 9:04 AM
To: Virgilio, David <virgiliod@cod.edu>
Subject: RE: please sign - check requests for GFOA

Here you go..

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@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.

From: Virgilio, David <virgiliiod@cod.edu>
Sent: Monday, March 22, 2021 8:46 AM
To: Brady, Scott <bradys310@cod.edu>
Subject: please sign - check requests for GFOA

Scott, when you have a second, please sign these two check requests for the application fees for the GFOA awards that I submitted to them last week.

Thanks!

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](#)

[attachment: CHECK REQUEST FORM -GFOA FY20 PAFR AWARD.pdf]



College of DuPage

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: 3/22/2021
Vendor ID: 1085363

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
FY2020PAFR	01	80	00757	5406002	Dues	\$ 250.00

Grand Total \$ 250.00

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
03/22/21 - MARIA ZERRUDO

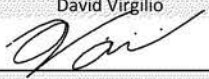
Payee Name: Government Finance Officers Association
Payee Address: 203 N LaSalle St; Ste. 2700
Chicago, IL 60601-1216

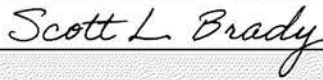
Other Instructions:

Description on Check:

fee for FY20 popular annual financial report award

Approvals:

Prepared By: David Virgilio
Signature: 
Payment Due: 4/22/2021
Board Approved Date: n/a

Approved By: Scott Brady
Signature: 
Approved By:
Signature:
Approved By Division VP:
Signature:
Date:
Date:
Date:

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

Virgilio, David

From: Christine Hisick <chisick@gfoa.org>
Sent: Friday, March 19, 2021 3:47 PM
To: Virgilio, David
Subject: [External] RE: College of DuPage FY20 PAFR Application

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hello David. We do not provide initial invoices for payments. After your payment has been processed however, you can contact us for a receipt. Just give me a call and I'll get it to you. Below is your submission confirmation. Thank you.

Christine

Good Day. Your PAFR submission has now been processed and is in the reviewing phase. This will take some time, so we appreciate your patience as your submission moves forward.

Your payment is processed (in a separate department) on an average of 2 to 3 weeks after we have received it. You may check back later to see if your receipt is ready. Have an excellent day.

From: Virgilio, David <virgiliod@cod.edu>
Sent: Friday, March 19, 2021 1:45 PM
To: pafr@gfoa.org
Subject: College of DuPage FY20 PAFR Application

Good afternoon, attached please find our application for the PAFR award for our FY20 report.

The report has been posted to our website and can be found here:

https://cod.edu/about/administration/planning_and_reporting_documents/pdf/pafr-2020.pdf

As we will be paying via check, I would like to request that an invoice be sent to me similar to the application for the comprehensive annual financial report award.

Thank you!

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

AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING

APPLICATION FORM

Participants in the Popular Annual Financial Reporting Program (PAFR) may submit their Annual PAFR using one of two formats. Accordingly, please indicate the format used for this submission of the annual financial report:

☒ Email ☐ Hardcopy (\$50.00 additional fee) *** Submit report in only one format

Please follow the submission instructions from Part IV on page 2 for your chosen format.

Submissions should be sent (postmarked) to GFOA within six months of the government's fiscal year end (or if that date falls on a weekend or holiday the next business day). If the government is unable to complete its PAFR within this deadline, an extension request can be sent to pafr@gfoa.org. Any questions concerning submissions should be addressed to the staff of the GFOA's Technical Services Center at 312-977-9700 or pafr@gfoa.org.

Part I: Participant Data

1. Name of entity: College of DuPage - Community College District 502 State/Province: IL
(Provide name as you would like it to appear on the award plaque.)
2. Fiscal year end: Month June Day 30 Year 2020
3. For cities, townships, villages and counties indicate the population of the jurisdiction; for school districts, please provide the total school enrollment: 21,000
4. Official submitting the report:
Name: (Mr./Ms./Dr./) Mr. Scott Brady City/State/Province: Glen Ellyn, IL
Title: Interim CFO & Treasurer E-mail: bradys310@cod.edu
Name of entity: College of DuPage - Community College District 502 Telephone: 630-942-2219
Street Address with Suite/Room # (required): 425 Fawell Blvd
P.O. Box (if applicable): _____
Please provide your government's GFOA membership number 300044465
(Please note that this is not your personal or state GFOA membership number.)
5. Do you grant GFOA permission to reproduce and distribute all or portions of your report? ☒ Yes ☐ No

Part II: Eligibility

1. Since popular reporting is not a substitute for a Comprehensive Annual Financial Report prepared in conformity with GAAP, participants in the Popular Reporting Award Program must also submit their annual financial report to the Certificate of Achievement for Excellence in Financial Reporting Program (or CANFR to the Canadian Award Program for Canadian Jurisdictions).

U.S. Jurisdiction: Has the government submitted its current fiscal year end report to the Certificate of Achievement for Excellence in Financial Reporting Program? ☒ Yes ☐ No

Canadian Jurisdiction: Has the government submitted its current fiscal year end annual financial report to the Canadian Award Program Program? ☐ Yes ☒ No
2. Does your popular annual report advise readers of the availability of the comprehensive annual financial report?
☒ Yes ☐ No

If yes, where can this information be found in the popular report? inside back cover
3. The financial data presented in the popular annual financial report should use the same measurement focus and basis of accounting as the Comprehensive Annual Financial Report (Report). However, the presentation may depart from GAAP in other respects (e.g. the report may not encompass the entire GAAP financial reporting entity, may include only selected financial data rather than financial statements, and may include only abbreviated note disclosures).

- a. What is the measurement focus and basis of accounting used in the popular report?
- ☒ The same as the Comprehensive Annual Financial Report
 ☐ Cash basis
☐ A non-GAAP budgetary basis (e.g., GAAP plus encumbrances)
 ☐ Other – please describe
- b. If the popular annual financial report contains information from only selected funds, or if it does not include all component units, is that fact clearly indicated in the popular report? ☒ Yes ☐ No ☐ N/A
- If yes, where can this information be found in the popular report? inside back cover
- c. If the financial data in the popular annual financial report departs from GAAP in ways other than the definition of the reporting entity, does the report contain a statement to that effect (e.g. abbreviated note disclosures)?
- ☐ Yes ☐ No ☒ N/A
- If yes, where can this information be found in the popular report? Does the popular annual financial report disclose how the presentation differs from GAAP? _____
-
4. Does the popular annual financial report contain some type of narrative or graphic analysis of items of potentially significant interest or concern? ☒ Yes ☐ No

Part III: Distribution

1. What is the target audience of the popular annual financial report?
- Residents of District 502 as well as internal and external community leaders
-
2. How many copies of the popular annual financial report have been printed? 0 print copies due to the pandemic; typically we would print around 400
3. How many copies of the popular annual financial report have been distributed? typically each board member would receive 25; 200 to the President's office
4. How have the popular annual financial reports been distributed?
- We post the report to our website and include a link to the report in several College communications including our "Engage" publication which is mailed to the entire District.
-
5. To support the GFOA's recommended practice titled *Using Websites to Improve Access to Budget Documents and Financial Reports*, the GFOA will provide a link to PAFRs that are available on a government's website. Does your entity follow this recommendation and publish its PAFR on its website? ☒ Yes ☐ No
- If yes, please provide the direct hyperlink address to the PAFR (rather than your government's general home page information): http://www.https://cod.edu/about/administration/planning_and_reporting_documents/pdf/pafr-2020.pdf
- This link may be included with the list of award winners of the Popular Annual Financial Reporting Program that can be found in the "Awards program" area of GFOA's website, www.gfoa.org.

Part IV: Submission Instructions

Email: Email one copy of the popular report, the completed application and responses to prior year comments (optional) in PDF format to pafr@gfoa.org. If the popular report is too big to attach, provide the **precise hyperlink address** to the specific page which contains the popular annual financial report in the email. **The application fee for email submissions is \$250 (in U.S. Dollars).** If paying by check, indicate clearly in the email that payment will be sent separately. Also make sure the check indicates that it is payment for a Popular Annual Financial Reporting Program review and mail it with a copy of the application ONLY.

Hardcopy: Mail 4 hard copies of the popular annual financial report and 4 copies of the application, along with a check (if payment will be made by check). The application fee for hardcopy submissions is **\$300 (in U.S. Dollars).**

Mailing address:

Government Finance Officers Association
 Popular Annual Financial Reporting Program
 Technical Services Center
 203 North LaSalle Street, Suite 2700
 Chicago, IL 60601

AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING

To pay for this review, please include a check payable to the GFOA with this application form, or provide the following information if you wish to pay by credit card:

Credit card type: _____ Account number: _____

Expiration date (**mandatory**): _____

Signature (**mandatory**): _____

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085363

Vendor Name: GFOA

Invoice Number: 6341

Invoice Date: 03/19/21

PO Number:

Check Number: 0279095

Check Amount: \$ 1,010.00

Check Date: 04/13/2021

Department ID: 00757

Reviewer Name:

Voucher Number: V0666017

Redaction Type: None

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

Document Below

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425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
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Email: bradys310@cod.edu



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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](#)

[attachment: CHECK REQUEST FORM -GFOA FY20 CAFR AWARD.pdf]



College of DuPage

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: 1085363

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
6341	01	80	00757	5406002	Dues	\$ 760.00

Grand Total

\$ 760.00

AP VERIFIED

Check the appropriate box below and sign

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☐ **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.

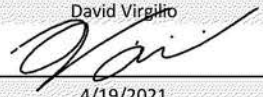
Payee Name: Government Finance Officers Association
Payee Address: 203 N LaSalle St; Ste. 2700
Chicago, IL 60601-1216

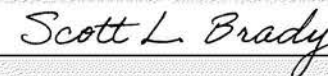
Other Instructions: _____

Description on Check:

fee for FY20 certificate of achievement review

Approvals:

Prepared By: David Virgilio
Signature: 
Payment Due: 4/19/2021
Board Approved Date: n/a

Approved By: Scott Brady Date: 03/22/2021
Signature: 
Approved By: _____ Date: _____
Signature: _____
Approved By Division VP: _____ Date: _____
Signature: _____

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

College of DuPage - Accounts Payable

Check Request Form

Notes:

Processing a Check Request

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Government Finance Officers Association

203 N. LaSalle St., Ste. 2700
Chicago, IL 60601-1216
(312) 977-9700 / Tax ID: 36-2167796
Remit to:
203 N. LaSalle St., Ste. 2700
Chicago, IL 60601-1216

Invoice No. 6341

INVOICE

Sold to:
College of DuPage - Community College District
502, Illinois
Scott Brady
bradys310@cod.edu

Account No.		Order Date			Terms		Invoice Date	
300044465		3/19/2021			Net 30 days		3/19/2021	
Qty Shipped	Item Code	Description				Unit Price	Extended Price	
1	FY2020 COA/D3	Certificate of Achievement Review Fee FY2020 1,000 - 4,999				\$760.00	\$760.00	
Line Item Total		Freight	Handling	Other	Tax	Subtotal	Amount Received	Amount Due
\$760.00						\$760.00	\$0.00	\$760.00