

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1628233

Vendor Name: Illinois Drafting Educators As

Invoice Number: 03302021-01

Invoice Date: 04/05/21

PO Number:

Check Number: 0279121

Check Amount: \$ 850.00

Check Date: 04/13/2021

Department ID: 02637

Reviewer Name:

Voucher Number: V0672018

Redaction Type: None

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

Document Below

APPROVED

By Tiana Baymon at 7:54 am, Apr 09, 2021

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: 4/5/2021

Vendor ID: 1628233

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
03302021-01	06	10	02637	5507099	Grant Funded Travel/Conf	\$ 850.00
Grand Total						\$ 850.00

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. **04/09/21 - BETHANY CRUSE**

☐ 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: IDEA

Other
Instructions:Payee Address: 224 Juniper Ctr.
Streamwood, IL 60107

Description on Check:

2021 IDEA Drafting and Design Competition Student Fees \$570
2021 IDEA Teacher Dues \$280

Approvals:

Prepared By: Jonita Ellis

Approved By: *jonita ellis* Date: 04/05/2021

Signature:

Signature:

Payment Due:

Approved By:

Date:

Board Approved Date:

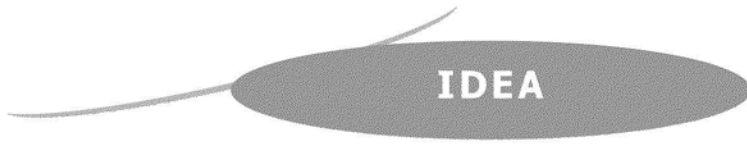
Signature:

Approved By Division VP:

Date:

Signature:

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



Illinois Design Educator's Association
224 Juniper Cir.
Streamwood, IL 60107
Phone: 847-845-4586
E-mail address: jsieczkowski@d230.org

Invoice

Invoice #: 03302021-01
Invoice Date: 03/30/2021

Bill To:

IDEA
224 Juniper Cir.
Streamwood, IL 60107
Phone: 847-845-4586

Ship To:

Joe Sieczkowski
224 Juniper Cir.
Streamwood, IL 60107
Phone: 847-845-4586

Date	Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID

Description	Taxable	Unit Price	Total
2021 IDEA Drafting and Design Competition Student Fees	No	\$570	\$570
2021 IDEA Teacher Dues	No	\$280	\$280
Subtotal			\$850
Tax			\$0.00
Shipping			\$0.00
Miscellaneous			\$0.00
Balance Due			\$850.00

From: Baymon, Tiana <baymont@cod.edu>
Sent: Fri Apr 09 07:58:55 CDT 2021
To: invoicing@cod.edu
CC: ellisjo@cod.edu
Subject: FW: [External] Re: FW: New Vendor- Ill Drafting Educa. Assoc

Hello,

Please see attached Check Request and corresponding invoice. Please let me know if you have any questions.

Best,

Tiana Baymon
Grant Accountant
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599
Phone: 630.942.2673 | Fax: 630.942.2297 | baymont@cod.edu

From: Ellis, Jonita <ellisjo@cod.edu>
Sent: Friday, April 9, 2021 7:43 AM
To: Baymon, Tiana <baymont@cod.edu>
Subject: FW: [External] Re: FW: New Vendor- Ill Drafting Educa. Assoc

Hi Tiana,

Now that Lisa has signed it, please review, approve and forward for processing.

Jonita

From: Stock, Lisa <stockl@cod.edu>
Sent: Thursday, April 8, 2021 8:33 PM
To: Ellis, Jonita <ellisjo@cod.edu>
Subject: RE: [External] Re: FW: New Vendor- Ill Drafting Educa. Assoc

Lisa Stock, Ph.D.
Interim Assistant Provost of Instruction

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
Phone: 630-942-2652

From: Ellis, Jonita <ellisjo@cod.edu>
Sent: Monday, April 5, 2021 12:39 PM
To: Stock, Lisa <stockl@cod.edu>
Subject: FW: [External] Re: FW: New Vendor- Ill Drafting Educa. Assoc

Hi Lisa,

Please review and sign the attached check
Request form and return it to me for processing. Thanks.

Je

From: Ellis, Jonita
Sent: Monday, April 5, 2021 11:22 AM
To: Baymon, Tiana <baymont@cod.edu>
Subject: FW: [External] Re: FW: New Vendor- Ill Drafting Educa. Assoc

Hi Tiana,

Please review the attached check request and support documents. If you approve, please forward for processing.

Best,

jonita

From: Weiland, Laura <weilandl281@cod.edu>
Sent: Monday, April 5, 2021 10:27 AM
To: Ellis, Jonita <ellisjo@cod.edu>
Cc: Zawlocki, April <zawlockia@cod.edu>
Subject: Fw: [External] Re: FW: New Vendor- Ill Drafting Educa. Assoc

Good Morning Jonita,

Can you please process this Perkins invoice for Illinois Drafting Education Association, vendor # 1628233?

Thank you,

Laura Weiland
Division Support Specialist
Social and Behavioral Sciences/Library
College of DuPage
weilandl281@cod.edu

From: Zawlocki, April
Sent: Monday, April 5, 2021 9:56 AM
To: Weiland, Laura
Subject: FW: [External] Re: FW: New Vendor- Ill Drafting Educa. Assoc

Hello Laura,

Here is the invoice. Although I think it needs to be a PO. But I believe a PO would be sent to them from COD. Long story, short, I'm not sure if this is what needs to happen to get them a check.

April

From: Joseph Sieczkowski <jsieczkowski@d230.org>
Date: Tuesday, March 30, 2021 at 11:27 AM
To: "Zawlocki, April" <zawlockia@cod.edu>
Subject: [External] Re: FW: New Vendor- Ill Drafting Educa. Assoc

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.

April,

Here you go.

On Sat, Mar 27, 2021 at 10:25 PM Zawlocki, April <zawlockia@cod.edu> wrote:

Hello Joe,

Could you please send me a PO for the amount you need?

Thanks!

April

From: Weiland, Laura
Sent: Wednesday, March 24, 2021 8:21 AM
To: Purchasing Proposals
Subject: Re: New Vendor- Ill Drafting Educa. Assoc

Jordan,

Attached is the updated information needed for Ill Drafting Educa. Assoc. When you have them set-up as a vendor, please let me know.

Thank you,

Laura Weiland
Division Support Specialist
Social and Behavioral Sciences/Library
College of DuPage
weilandl281@cod.edu

From: Purchasing Proposals
Sent: Thursday, February 25, 2021 5:27 PM
To: Weiland, Laura
Subject: RE: New Vendor- Ill Drafting Educa. Assoc

Hi Laura,

I am unable to enter this vendor. The W9 is not dated and the Illinois Secretary of State website shows that this organization has been dissolved. In order for me to enter I will need an updated W9 dated within the last 12 months. I will also need for the vendor to update the status with the secretary of state, or you will need to obtain a current copy of their business license. Let me know if you have any questions.



Thank you,

Jordan Towne

Purchasing Expeditor

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

- [Click Here for current bids/Rfps!](#)
- *COD: Check out our [Team Site!](#)*

From: Weiland, Laura <weilandl281@cod.edu>
Sent: Wednesday, February 24, 2021 6:27 AM
To: Purchasing Proposals <purchasing@cod.edu>
Subject: New Vendor- Ill Drafting Educa. Assoc

Please let me know when processed.

Thanks,

Laura Weiland

Division Support Specialist

Social and Behavioral Sciences/Library

College of DuPage

weilandl281@cod.edu

Joe Sieczkowski

Division Chair for Science, TEE, and FACS

Amos Alonzo Stagg High School

708-974-7432

@StaggSTEM

Summer STEM Coordinator - D230

Illinois Association of Career & Technical Education (IACTE) 2nd VP

Illinois Design Educators Association (IDEA) Financial Director

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[attachment: Invoice IDEA.pdf]

[attachment: CHECK REQUEST FORM for IDEA Fees).pdf]

OFFICE OF THE ILLINOIS SECRETARY OF STATE

JESSE WHITE
SECRETARY OF STATE



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Corporation/LLC Search/Certificate of Good Standing

Corporation File Detail Report

File Number	69576516
Entity Name	ILLINOIS DRAFTING EDUCATORS ASSOCIATION NFP
Status	DISSOLVED
Involuntary Dissolution on Friday, 13 September 2019	

**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.