

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1494104  
Vendor Name: Kennicott Brothers Co.  
Invoice Number: 031521  
Invoice Date: 03/15/21  
PO Number:  
Check Number: 0279137  
Check Amount: \$ 411.90  
Check Date: 04/13/2021  
Department ID: 99372  
Reviewer Name:  
Voucher Number: V0665479  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: Accounts Payable <acctpay@cod.edu>  
Sent: Tue Mar 16 11:07:37 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check Request - Kennicott Brothers  
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**From:** Mejia, Jelymar <mejiaj742@cod.edu>  
**Sent:** Tuesday, March 16, 2021 10:57 AM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Check Request - Kennicott Brothers

Hello,

Please find the check request for Kennicott Brothers attached.

Let me know if you need any additional information.

Thank you!

**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: Hort floral wrksp CHECK REQUEST FORM 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: 3/15/2021  
Vendor ID: 1494104

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
136113080	10	99	99372	2900099	Funds Held in Custody of Othr	\$ 91.24
501919866	10	99	99372	2900099	Funds Held in Custody of Othr	\$ 212.86
501921829	10	99	99372	2900099	Funds Held in Custody of Othr	\$ 107.80
Grand Total						\$ 411.90

## AP VERIFIED

03/17/21 - BETHANY CRUSE

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: Kennicott Brothers

Payee Address: 1638 W Hubbard St, Chicago, IL 60622

Other Instructions:

Description on Check:

College of DuPage Horticulture Club

**Approvals:**

Prepared By: Jelymar Mejia

Signature: Jelymar Mejia

Payment Due: 4/2/2021

Board Approved Date:

Approved By: Chuck Steele

Signature: Chuck Steele

Approved By:

Signature:

Approved By Division VP:

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.



Trans # : 136113080

3730 W. 131ST STREET ALSIP, IL 60803, 708-371-8000

**Ship To :**  
COLLEGE OF DUPAGE  
425 22ND ST  
GLEN ELLYN, IL, 60137

**Bill To :**  
COLLEGE OF DUPAGE  
425 22ND ST  
GLEN ELLYN, IL, 60137

**630-858-2800**  
C1759

## Invoice

Invoice:	Date	Order:	Sold By:	Customer P/O:	Ship Via:
136113080	2021-03-08	7971522	Dalice Henderson		NORTHWEST RUN

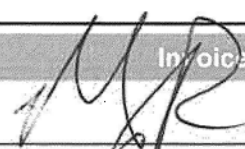
Shipped	Item	Description	Price	Amount
30	363948	6" ROUND BAMBOO BASKET WHITE EA 0020	2.25	67.50
1	045744001807	ADVANTAGEPLUS FLRL FOAM CS 10-00180 XXXX	31.02	31.02
	Order Discount: 10.00%			9.85
	ENERGY SURCHARGE			2.57

**Terms:** NET 30**Invoice Total** 91.24

Return Policy : Notice must be given within 24 hours to salesperson and merchandise must be returned within 48 hours. No credit will be issued for product not returned along with an invoice number. Returned supply merchandise is subject to a 20% restocking charge.

Finance Charge: 2% on any balance not paid within your established account terms.  
Returned Checks are subject to a \$50.00 NSF fee.

***We appreciate your business! Thank you for your purchase.***

  
Customer Signature





3730 W. 131st Street Alsip, IL 60803 708-371-8000



Trans #: 501919866

**Ship To :**

COLLEGE OF DUPAGE  
425 22ND STn  
GLEN ELLYN, IL 60137

**Bill To :**

COLLEGE OF DUPAGE, C1759  
425 22ND STn  
GLEN ELLYN, IL 60137

630-858-2800

**Invoice**

Invoice	Date	Order	Sold By	Customer P/O	Ship Via
501919866	03/08/2021		Robert Krause	Horticulture club	Northwest Run

Shipped	Item	Description	Price	Amount
18	99000341	CDN Assorted	\$ 3.85	\$69.30
3	99004949	Gyp Cosmic	\$ 7.95	\$23.85
25	30109001	Leather Leaf	\$ 3.25	\$81.25
3	30081001	Salal	\$ 6.95	\$20.85
60-Delivery Charge 3				\$11.95
60-Energy Surcharge				\$5.66

**Invoice Notes:**

ship to college tec building 425 fawell blvd glen ellen il

**Terms: Net 30**

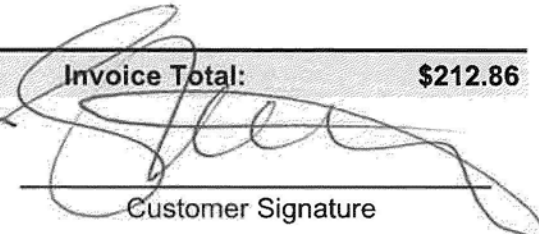
Return Policy: Notice must be given within 24 hours to salesperson and merchandise must be returned within 48 hours. No credit will be issued for product not returned along with and invoice number. Returned supply merchandise is subject to a 20% restocking charge.

Finance Charge: 2% on any balance not paid within your established account terms.

Returned Checks are subject to a \$50.00 NSF fee

***We appreciate your business! Thank you for your purchase.***

**Invoice Total: \$212.86**

  
Customer Signature



3730 W, 131st Street Alsip, IL 60803 708-371-8000



Trans #: 501921829

**Ship To :**

COLLEGE OF DUPAGE  
425 22ND STn  
GLEN ELLYN, IL 60137

**Bill To :**

COLLEGE OF DUPAGE, C1759  
425 22ND STn  
GLEN ELLYN, IL 60137

630-858-2800

**Invoice**

Invoice	Date	Order	Sold By	Customer P/O	Ship Via
501921829	03/09/2021		Robert Krause	horticulture club	Northwest Run

Shipped	Item	Description	Price	Amount
18	99000341	CDN Assorted	\$ 3.85	\$69.30
3	26013002	Gyp Million Star	\$ 7.95	\$23.85
	60-Delivery Charge 3			\$11.95
	60-Energy Surcharge			\$2.70

**Terms: Net 30**

**Invoice Total: \$107.80**

Return Policy: Notice must be given within 24 hours to salesperson and merchandise must be returned within 48 hours. No credit will be issued for product not returned along with and invoice number. Returned supply merchandise is subject to a 20% restocking charge.

Finance Charge: 2% on any balance not paid within your established account terms.

Returned Checks are subject to a \$50.00 NSF fee

***We appreciate your business! Thank you for your purchase.***

Customer Signature