

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1543954

Vendor Name: Sakina A. Khan

Invoice Number: 031921

Invoice Date: 03/19/21

PO Number:

Check Number: 0279138

Check Amount: \$ 80.00

Check Date: 04/13/2021

Department ID: 12691

Reviewer Name:

Voucher Number: V0670919

Redaction Type: FERPA

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

Document Below

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

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 10:21:10 -05'00'

Signature:

Payment Due:

4/16/2021

Board Approved Date:

Approved By:

Chuck Steele
Digitally signed by Chuck Steele
Date: 2021.03.29 11:40:39 -05'00'

Approved By:

Signature:

Approved By Division VP:

Signature:

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

From: Accounts Payable <acctpay@cod.edu>
Sent: Tue Mar 30 16:00:20 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Club Check Requests

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 | (630) 942-3920

Pronouns: She/Her/Hers

My Signature Themes:

Communication WOO Significance Positivity Developer

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

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.

From: [Hernandez, Shannon](#)
To: [Mejia, Jelymar](#)
Subject: FW: Membership Acceptance Summary
Date: Tuesday, March 23, 2021 8:33:49 AM

From: help@ptk.org <help@ptk.org>
Sent: Friday, December 18, 2020 10:10 AM
To: Hernandez, Shannon <hernan@cod.edu>
Subject: Membership Acceptance Summary

