

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1435574

Vendor Name: MR Lucas R. Troncoso

Invoice Number: 031921

Invoice Date: 03/19/21

PO Number:

Check Number: 0279241

Check Amount: \$ 80.00

Check Date: 04/13/2021

Department ID: 12691

Reviewer Name:

Voucher Number: V0670896

Redaction Type: FERPA

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

Document Below

# AP VERIFIED

## 03/30/21 - ISABEL BARRIOS

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: 1435574

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: [Redacted]  
Payee Address: [Redacted]

Other Instructions: [Redacted]

Description on Check: PTK Presidential Scholar Reimbursement

**Approvals:**

Prepared By: Jelymar Mejia  
Signature: Jelymar Mejia  
Payment Due: 4/16/2021  
Board Approved Date: [Redacted]

Approved By: Chuck Steele  
Signature: Chuck Steele  
Approved By: [Redacted]  
Signature: [Redacted]  
Approved By Division VP: [Redacted]  
Signature: [Redacted]

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.

**From:** [Hernandez, Shannon](#)  
**To:** [Mejia, Jelymar](#)  
**Subject:** FW: Membership Acceptance Summary  
**Date:** Tuesday, March 23, 2021 8:33:47 AM

---

---

**From:** help@ptk.org <help@ptk.org>  
**Sent:** Wednesday, September 2, 2020 9:43 AM  
**To:** Hernandez, Shannon <hernan@cod.edu>  
**Subject:** Membership Acceptance Summary



## ***Weekly Membership Summary***

Shannon Hernandez

These are the students who have accepted membership online in the past week.

Student ID	Member ID	Member Name	Member Email	Chapter	Join Date	Special Notes
1513601	000021289214			Phi Beta	8/29	
1559827	000021291162			Phi Beta	8/30	
1264694	000021289431			Phi Beta	8/26	
1550771	000021292457			Phi Beta	8/31	
1583997	000021290867			Phi Beta	8/29	
1494633	000021290824			Phi Beta	8/29	
1569371	000021290318			Phi Beta	8/28	
1575101	000021288899			Phi Beta	8/26	
1578421	000021289790			Phi Beta	8/27	
1530878	000021289091			Phi Beta	8/25	
1563458	000021289216			Phi Beta	8/25	
1583060	000021289256			Phi Beta	8/26	
1435574	000021289139			Phi Beta	8/25	
1447540	000021289919			Phi Beta	8/27	
1527738	000021289082			Phi Beta	8/25	
1552212	000021289236			Phi Beta	8/25	
1578831	000021289278			Phi Beta	8/26	
1371879	000021289275			Phi Beta	8/26	
1465086	000021289311			Phi Beta	8/26	
1582646	000021289249			Phi Beta	8/25	
1574335	000021291224			Phi Beta	8/30	
1569608	000021289215			Phi Beta	8/25	
1531660	000021288872			Phi Beta	8/29	
498851	000021291739			Phi Beta	8/31	
1563441	000021289229			Phi Beta	8/25	
1571533	000021289470			Phi Beta	8/26	
1546887	000021289212			Phi Beta	8/25	
1555180	000021289580			Phi Beta	8/26	



-----  
From: Accounts Payable <acctpay@cod.edu>  
Sent: Tue Mar 30 16:08:08 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](mailto:mejiaj742@cod.edu) | (630) 942-3920

Pronouns: She/Her/Hers

**My Signature Themes:**

Communication WOO Significance Positivity Developer

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