

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1277473

Vendor Name: Field & Forest Products, Inc

Invoice Number: 187871A

Invoice Date: 03/30/21

PO Number:

Check Number: E0084251

Check Amount: \$ 86.75

Check Date: 04/21/2021

Department ID: 99372

Reviewer Name:

Voucher Number: V0672410

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 Apr 13 08:39:23 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Horticulture Club Check Request  
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**From:** Mejia, Jelymar <mejiaj742@cod.edu>  
**Sent:** Monday, April 12, 2021 4:15 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Horticulture Club Check Request

Hello,

Attached is a completed check request form for the Horticulture Club.

Please let me know if you need any additional information.

Thank you!  
Jelymar

**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 fieldforest 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: 4/12/2021  
Vendor ID: 1277473

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
187871A	10	99	99372	2900099	Funds Held in Custody of Othr	\$ 86.75

Grand Total

\$ 86.75

**AP VERIFIED**

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: Field and Forest Products, Inc

Other Instructions:

Payee Address: 501 Hart Dr, Peshtigo, WI 54157

Description on Check:

College of DuPage Horticulture Club

Approvals:

Prepared By: Jelymar Mejia  
Signature: Jelymar Mejia  
Payment Due: 4/23/2021  
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.

FIELD AND FOREST PRODUCTS, INC  
501 HART DR  
PESHTIGO, WI 54157  
WWW.FIELDFOREST.NET PH 800-792-6220



Order # 187871A				Invoice Date 03/30/21	Page 1
Bill To Horticulture Club COLLEGE OF DUPAGE 425 FARWELL BLVD GLEN ELLYN, IL 60137			Ship To		
Customer No. 19680	Sales I.D. /FP3	Reference #	Source G /E	Terms PAID BY CHECK	
Ordered By	Warehouse	Phone Number	Total Wt. 5.3 Lbs	Zone 3	Pkg 1 Ship Via ORP

bartzm@cod.edu  
Thank you for your order!

Qty	B/O	Ship	Item #	Description	Un. Price	Ds	Amount
1	0	1	DPH L	Oyster - PoHu (Pleurotus ostreatus) Plug Spawn Large - 1,000 ct.	42.00	--	42.00
4	0	4	PWS	Plug Wax - 3 fl. oz. Tub	2.50	--	10.00
1	0	1	8C	8.5mm Soft Steel Screw Tip Bit With Stop	16.00	--	16.00
1	0	1	DB5	5/16" Brad Point Drill Bit	7.00	--	7.00
1	0	1	SC5	5/16" STOP COLLAR, includes:	1.75	--	1.75
1	0	1	5STOP	5/16 Stop Collar	0.00	--	0.00
1	0	1	AW3	3/32 Hex Key	0.00	--	0.00
1	0	1	----	-----	0.00	--	0.00
MERCHANDISE INVOICE TOTAL \$							76.75
SHIPPING & HANDLING \$							10.00
INVOICE TOTAL \$							86.75
BALANCE \$							86.75

\*\*\*\*\* AMOUNT DUE (PLEASE REMIT) \*\*\*\*\* 86.75

\*\*\* SHIP ON 04/05/21 \*\*\*