

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1464069  
Vendor Name: Katy E. Cunningham  
Invoice Number: CCMA2106  
Invoice Date: 06/03/21  
PO Number:  
Check Number: 0281606  
Check Amount: \$ 100.00  
Check Date: 06/08/2021  
Department ID: 12301  
Reviewer Name: None  
Voucher Number: V0684392  
Redaction Type: FERPA  
Document Type: AP Invoice

Document Below

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From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Fri Jun 04 14:53:56 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Check Request [REDACTED] y CCMA Winner 100.00  
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Please process the attached check request.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: [REDACTED] 2D 3rd 100.00 06-01-21 check request.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: 6/3/2021  
Vendor ID:

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CCMA2106	01	30	12301	5909040	Misc Awards (1099)	\$ 100.00

Grand Total \$ 100.00

**APPROVED**

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:

2D 3rd place CCMA Annual Student Art Exhibition 04/30/21 40 Misc Awards

**Approvals:**

Prepared By: Ellen McGowan

Approved By: Ellen McGowan Date:

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](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.



The Cleve Carney Museum of Art is proud to present the Annual Student Art Exhibition. Showcasing the work of The College of DuPage art students, this exhibition highlights the range of media and approaches being taught in the fine arts programs

