

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1632188

Vendor Name: Michelle Duster

Invoice Number: 5/26/21

Invoice Date: 05/26/21

PO Number:

Check Number: 0281630

Check Amount: \$ 1,500.00

Check Date: 06/08/2021

Department ID: 00789

Reviewer Name:

Voucher Number: V0682848

Redaction Type: Other

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

Document Below

From: McConnell, Amy <mcconnella1369@cod.edu>
Sent: Tue Jun 01 16:05:29 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Check Request - Michelle Duster

Hello,

Please process the attached check request. Diana Del Rosario was AIC for the Provost the day this was signed.

Thank you,

Amy McConnell
Administrative Assistant to Dr. Lisa Stock, Academic Affairs
College of DuPage | 425 Fawell Blvd. | BIC 3B15A | Glen Ellyn, IL 60137
(630) 942-3342 (phone) | (630) 942-3925 (fax) | mcconnella1369@cod.edu

[attachment: CHECK REQUEST FORM - Michelle Duster.pdf]
[attachment: Signed - MD PERS W9 2021.pdf]
[attachment: message.eml]

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: 5/26/2021
Vendor ID: 1632188

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
No Invoice/Honorarium for Speaking at Event	01	80	00789	5309001	Other Contractual Services Exp	\$ 1,500.00

Grand Total \$ 1,500.00

--- \$1,000 and Greater: Approval by Division Vice President Required ---

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:

Payee Address:

Description on Check:

Speaker for Writers Read event on April 20th.

Approvals:

Prepared By: Amy McConnell
Signature: *Amy McConnell*
Payment Due: asap
Board Approved Date:

Approved By: Lisa Stock Date:

Signature: **APPROVED**
Approved By: By Lisa Stock at 4:36 pm, May 26, 2021 Date:

Signature: Approved By Division VP: Signed on behalf of Mark Curtis-Chavez Diana Del Rosario Date:

Signature: Diana Del Rosario
Digitally signed by Diana Del Rosario
Date: 2021.05.26 15:45:20 -05'00'

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

4. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Number To Give the Requester for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**

**Signature of
U.S. person ►**

Date ► January 25, 2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

From: "Sotirakopoulos, Trina" <sotirakopulost@cod.edu>
To: ~Faculty Full-time <facultyfull-time@cod.edu>, ~Faculty Adjunct<FacultyAdjunct@cod.edu>, ~Administrators <Administrators@cod.edu>, ~Classified Staff <classifiedstaff@cod.edu>
Subject: 3/16, 1:00-- Creative Writing: On the Job panel
Date: Tue, 9 Mar 2021 15:15:42 +0000
Message-ID: <d54653e0af064efb932a035ead889db8@cod.edu>
Attachments: Final LA-21-196252 Creative Writing Panel Spring Flyer LR.pdf

Colleagues, I'm happy to announce the inaugural panel for the Creative Writing Certificate program. Please invite your students to join our virtual webinar about creative writing in the workplace, Tuesday, March 16th at 1:00. Our focus is on nonprofit organizations. We're pleased to have executive leaders from DuPagePads, Step Up For Mental Health, and the Humanitarian Service Project! We also have industry experts with decades of creative writing experience. So, your students will leave with new information about how creative writing skills are assets in nonprofit work.

The attached pdf contains a live link to the 3/16 event. Thank you for your support!

Looking forward,
Trina

Trina Sotirakopoulos
a.k.a. Trina Sotira
Associate Professor, English
Chair, Creative Writing Certificate Program
College of DuPage



Creative Writing: On the Job

Exploring creative writing opportunities in the workplace

Advocacy in Nonprofit Work

**Tuesday, March 16, 2021
1 to 2 p.m.**

**Zoom Webinar
cod.zoom.us/j/84618423889**

Moderator

Scott Buckley
*Former Web Development Manager
American Institutes for Research*

Panelists

Bonniejean Alford
*Brand, Identity and Word Strategist
Alford Enterprises*

Adrienne McCue
*President and Executive Director
Step Up For Mental Health®*

Chad Pedigo
*Donor, Volunteer, Vice President of Development
DuPagePads*

Kristin Senne
*Executive Director
Humanitarian Service Project*



Creative Writing: On the Job is a series sponsored by the Creative Writing Certificate Advisory Committee and the COD English Department Creative Writing Program.

For ADA accommodations, please email access@cod.edu with the event title in the subject line and your accommodation request.
Please email two weeks in advance.