

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1411108

Vendor Name: Katrina M. Martinez

Invoice Number: CCMA2105

Invoice Date: 06/01/21

PO Number:

Check Number: 0281706

Check Amount: \$ 500.00

Check Date: 06/08/2021

Department ID: 12301

Reviewer Name:

Voucher Number: V0684218

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: 6/1/2021
Vendor ID:

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CCMA2105	01	30	12301	5909040	Misc Awards (1099)	\$ 500.00
Grand Total						\$ 500.00

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:

Approvals:

Prepared By:

Ellen McGowan

Approved By:

Ellen McGowan

Date:

Signature:

AP VERIFIED
06/03/21 - BETHANY CRUSE
APPROVED
By Ellen McGowan at 8:27 pm, Jun 01, 2021

Signature:

APPROVED
By Ellen McGowan at 8:28 pm, Jun 01, 2021

Payment Due:

06/10/21

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

From: McGowan, Ellen <mcgowan@cod.edu>

Sent: Tue Jun 01 21:03:39 CDT 2021



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



