

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1531745

Vendor Name: National Association of Colleg

Invoice Number: 061721

Invoice Date: 06/17/21

PO Number:

Check Number: 0282328

Check Amount: \$ 798.00

Check Date: 06/22/2021

Department ID: 00783

Reviewer Name:

Voucher Number: V0687895

Redaction Type: None

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: 6/17/2021
Vendor ID: 1531745

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
#93460 (Lilianna Kalin Registration)	01	80	0783	5502005	In-State Conference Costs	\$ 399.00
#93462 (Marji Swanson Registration)	01	80	0783	5502005	In-State Conference Costs	\$ 399.00

Grand Total \$ 798.00

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: National Association of College and University Attorneys
Payee Address: 1 Dupont Circle, NW, Suite 620
Washington, DC 20036

Other Instructions:

Description on Check:

NACUA Conference Registration. Inv. 93460 & 93462.

Approvals:

Prepared By: Vera Humphrey
Signature: *Vera Humphrey*
Payment Due:
Board Approved Date:

Approved By: Lilianna Kalin Date: 6/18/21
Signature: *Lilianna Kalin*
Approved By: Date: 6/20/21
Signature: *Brian W. Caputo*
Approved By Division VP: Date:
Signature:

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Mon Jun 21 08:30:43 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Fw: NACUA Registration - Check Request Form

Thanks

Bethany Cruse
AP Lead
College of DuPage
630-942-4294

From: Humphrey, Vera
Sent: Monday, June 21, 2021 8:19:08 AM
To: Cruse, Bethany
Cc: Sekerka, Joyce; Kalin, Lilianna; Swanson, Marjorie
Subject: FW: NACUA Registration - Check Request Form

Hi Bethany,

Attached is check request for conference registration fees for Lily and Marji. Do you know when the next check run will be?

Thank you.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: Frye, Tracey <fryetr@cod.edu>
Sent: Monday, June 21, 2021 7:44 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: NACUA Registration - Check Request Form

Vera,

Attached is the signed check request for Lily and Marji's registration in the legal conference.

Tracey Frye

Executive Assistant to the President
College of DuPage
425 Fawell Blvd. | SRC 2135 | Glen Ellyn, IL 60137-6599
phone 630.942.2201 | fax 630.942.2869 | fryetr@cod.edu

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From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Friday, June 18, 2021 9:15 PM
To: Frye, Tracey <fryetr@cod.edu>
Subject: FW: NACUA Registration - Check Request Form

Hi Tracey,

The attached is for Brian's approval. Once signed, please return it to me for further handling.

Thank you and have a good weekend.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: Kalin, Lilianna <kalinl@cod.edu>
Sent: Friday, June 18, 2021 9:38 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: NACUA Registration - Check Request Form

Good morning Vera,
I signed the check request form and it is attached. Thank you again for your assistance. I hope you have a great weekend.

Lilianna Kalin
General Counsel
Office of General Counsel
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

(630)942-3860 (office phone)
630-441-7893 (cell phone)
kalinl@cod.edu

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From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, June 17, 2021 5:07 PM
To: Kalin, Lilianna <kalinl@cod.edu>
Subject: NACUA Registration - Check Request Form

Hi Lily,

Please sign and return to me for further handling.

Thank you.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

[attachment: CHECK REQUEST FORM_OGC Registration - with BWC signature.pdf]

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.

Order Confirmation

#93460

6/16/2021

Dear Lilianna Kalin:

Thank you for your order. Your Order Details are below.

Bill To Address

Lilianna Kalin
College of DuPage
General Counsel
425 Fawell Blvd.
SRC 3110
Glen Ellyn, IL 60137
USA

Ship To Address

Lilianna Kalin
College of DuPage
General Counsel
425 Fawell Blvd.
SRC 3110
Glen Ellyn, IL 60137
USA

Order Details

Payment Number	N/A
Cart Total	\$399.00
Amount Paid	\$0.00
Balance Due	\$399.00

Individual Orders

Type	Item	Price	Qty	Total
Lilianna Kalin				

NACUA			
2021 Virtual	\$399.00	1	\$399.00
Conference			
Registration			
Emergency			
Contact			
Info (Name		1	
and Phone			
Number)			
	Total:		\$399.00

If you have any questions regarding your order, please contact us at .

Sincerely,

National Association of College and University Attorneys

National Association of College and University Attorneys

One Dupont Circle, NW, Suite 620

Washington, DC 20036

|

NACUA

One Dupont Circle, NW
Suite 620
Washington DC - 20036

Invoice Date	Due Date	Invoice #	Amount	Balance Due
6/16/2021	7/16/2021	93462	\$399.00	\$399.00

Please remit checks to:

NACUA
PO Box 791118
Baltimore, MD 21279-1118

Or pay online at
www.nacua.org/payonline

Paid Amount	Payment Date

----- *cut here* -----

Bill to:

Marji Swanson
College of DuPage
Assistant General Counsel
425 Fawell Blvd
Glen Ellyn, IL 60137
USA

Invoice Date	Due Date	Invoice #	Amount	Balance Due
6/16/2021	7/16/2021	93462	\$399.00	\$399.00

Invoice Details

Date	Item Description	QTY	Rate	Total
	#79873 - Swanson, Marji for 61STANNUAL	1	\$399.00	\$399.00
	Function EMERGENCY for Registration #79873	1	\$.00	\$.00

Note:

Please Retain This Portion For Your Records

Total Invoice	\$399.00
Payments/Applied Credits	\$
Balance Due	\$399.00