


Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1460986
Vendor Name: Madelene C. Przybysz
Invoice Number: CCMA2101
Invoice Date: 06/01/21
PO Number:
Check Number: 0282343
Check Amount: \$ 1,000.00
Check Date: 06/22/2021
Department ID: 12301
Reviewer Name:
Voucher Number: V0687218
Redaction Type: FERPA
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Wed Jun 16 17:07:20 CDT 2021
To: invoicing@cod.edu



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
CCMA2101	01	30	12301	5909040	Misc Awards (1099)	\$ 1,000.00

Grand Total \$ 1,000.00

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

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. Currently 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:

Best in Show CCMA Annual Student Art Exhibiton 04/30/21 40 Misc Awards

Other
Instructions:

Approvals:

Prepared By: Ellen McGowan
Signature: **APPROVED**
By Ellen McGowan at 8:46 pm, Jun 01, 2021
Payment Due: 6/10/2021
Board Approved Date:

Approved By: Ellen McGowan Date:
Signature: **APPROVED**
By Ellen McGowan at 8:47 pm, Jun 01, 2021
Approved By: Cynthia Sims Date:
Signature: Cynthia Sims 6/14/21
Approved By Division VP: Mark Curtis-Chavez Date:
Signature: Mark Curtis-Chavez Digitally signed by Mark Curtis-Chavez
Date: 2021.06.16 13:29:43 -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.



