

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1601418

Vendor Name: JPMorgan Chase & Co

Invoice Number: JUNE 2021 PCARD

Invoice Date:

PO Number:

Check Number: D21650

Check Amount: \$ 75,108.63

Check Date: 06/29/2021

Department ID: 00757

Reviewer Name:

Voucher Number: V0690723

Redaction Type: Other

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

Document Below

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Mon Jul 19 08:27:31 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Pcard and Tcard Check Requests-June Statements

From: Hall, Shameica <halls115@cod.edu>
Sent: Thursday, July 15, 2021 5:42 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: Pcard and Tcard Check Requests-June Statements

Hi Bethany,

Please process the June 2021 Pcard and Tcard dummy checks at your convenience. Please let me know if you have any questions or concerns.

Best regards,

Shameica Hall
Accountant II - Financial Affairs
College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA
Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

From: Virgilio, David <virgiliod@cod.edu>
Sent: Thursday, July 15, 2021 4:12 PM
To: Hall, Shameica <halls115@cod.edu>
Subject: RE: Pcard and Tcard Check Requests-June Statements

Here you go!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Hall, Shameica <halls115@cod.edu>
Sent: Thursday, July 15, 2021 3:16 PM
To: Virgilio, David <virgiliod@cod.edu>
Subject: Pcard and Tcard Check Requests-June Statements

Good afternoon Dave,

Attached, you will find Pcard and Tcard check requests. Please review/approve at your convenience.

Thank you,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

Phone 630.942.2678 | Fax 630.942.2297 | shalls115@cod.edu

[attachment: SH 7-15-21 Pcard Check Req June Statement.pdf]

College of DuPage - Accounts Payable

Check Request Form

revised 3/27/17

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 - Check Request Procedure No. 10-65

Date: 7/15/2021
Vendor ID: 1601418

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	80	00757	5909061	Pcard/Travel Card Clearing	\$ 75,108.63
Grand Total							\$ 75,108.63

--- \$1,000 and Greater: Approval of 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.

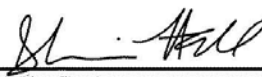
Payee Name: J. P. Morgan Chase Bank NA
Payee Address: P.O. Box 4475
Carol Stream, IL 60197-4475

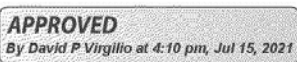
Other Instructions: Already paid electronically by automatic EFT, Debited on 7/15/2021
Please pay with dummy check

Description on Check:

June 2021 Chase PCard Statement Payment-EFT Debited on 7/15/2021.

Approvals:

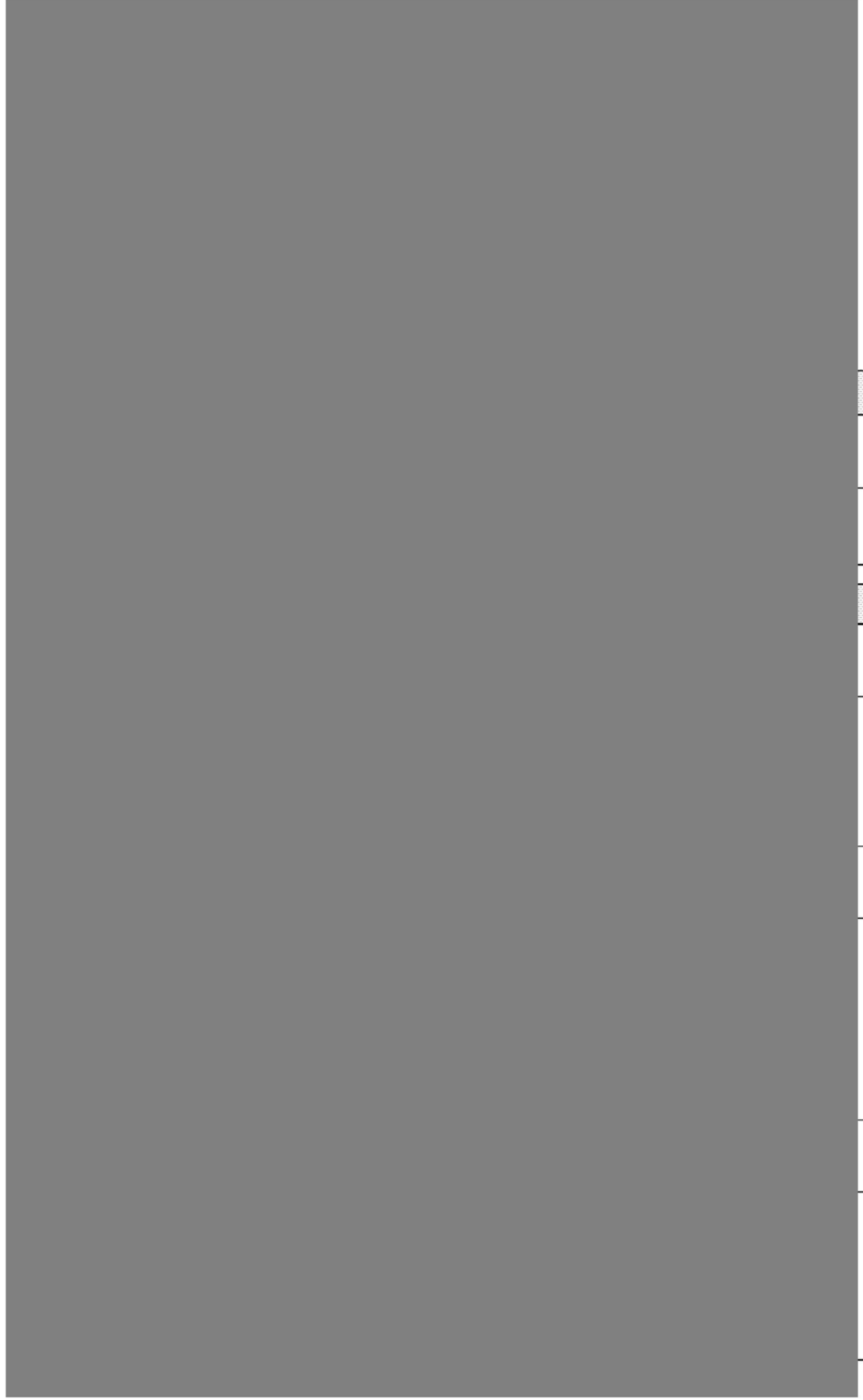
Prepared By: Shameica Hall
Signature: 
Payment Due:
Board Approved Date:

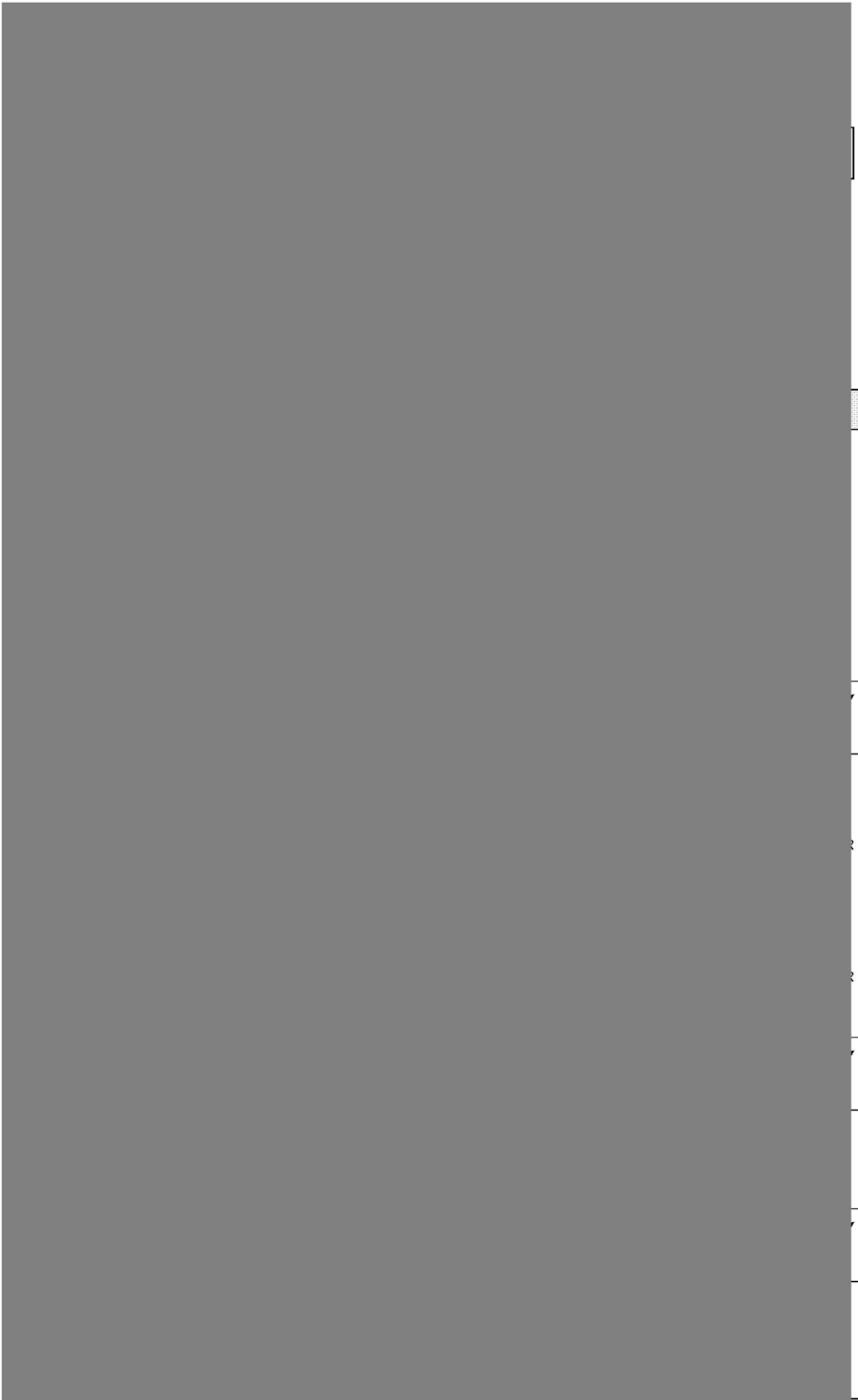
Approved By: David Virgilio Date:
Signature: 
Approved By: Date:
Signature: Approved By Division VP: Date:
Signature: n/a for P Card / T Card transactions

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



[illegible]







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