

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 0050820
Vendor Name: Mr Lyle W. Morrow
Invoice Number: 06/14/21
Invoice Date: 06/14/21
PO Number:
Check Number: 0282966
Check Amount: \$ 140.00
Check Date: 07/13/2021
Department ID: 17800
Reviewer Name: Beverly Smith
Voucher Number: V0690136
Redaction Type: FERPA
Document Type: AP Invoice

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 4/14/2020

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: 6/14/2021
Vendor ID: [REDACTED]

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
NA	05	60	17800	4503001	Community Memberships - PE	\$ 140.00

Grand Total \$ 140.00

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. 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 of services:

Other
Instructions:

Approvals:

Prepared By: Matthew Cousins
Signature: *Matthew Cousins*
Payment Due:
Board Approved Date:

Approved By: Ryan Kaiser Date:
Signature: *Ryan Kaiser* Digitally signed by Ryan Kaiser
Date: 2021.07.07 12:53:00 -05'00'
Approved By: Dr. Diana Del Rosario Date:
Signature: *Diana Del Rosario* Digitally signed by Diana Del
Rosario
Date: 2021.07.08 12:59:58 -05'00'
Approved By Division VP: Date:
Signature:

REVIEWED

By Melissa Doguim at 1:20 pm, Jul 07, 2021

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wed Jul 07 15:37:40 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Refund

From: Smith, Beverly <smithb244@cod.edu>
Sent: Wednesday, July 7, 2021 3:06 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: Refund

See attached.

Beverly Smith
Administrative Assistant
Athletics and Recreational Programs
College of DuPage
(630) 942-4242
(630) 942-3601 fax
Smithb244@cod.edu

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wednesday, July 7, 2021 1:32 PM
To: Smith, Beverly <smithb244@cod.edu>
Subject: RE: Refund

Bev,
Nothing attached- I don't know what this is about. Please provide more info.

Thanks

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

From: Smith, Beverly <smithb244@cod.edu>
Sent: Wednesday, July 7, 2021 1:22 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: Refund

See below.

Beverly Smith
Administrative Assistant
Athletics and Recreational Programs
College of DuPage

(630) 942-4242
(630) 942-3601 fax
Smithb244@cod.edu

From: Kaiser, Ryan <kaiserr2964@cod.edu>
Sent: Wednesday, July 7, 2021 1:09 PM
To: Cousins, Matt <cousins@cod.edu>; Smith, Beverly <smithb244@cod.edu>
Subject: RE: Refund

I've processed this once already...never got it back from Diana. It is in her in box to be signed.

rk

Ryan Kaiser

Director, Athletics and Recreational Programs
College of Dupage
(630)-942-2895 *Phone*
(630)-942-3601 *Fax*



From: Cousins, Matt <cousins@cod.edu>
Sent: Wednesday, July 7, 2021 11:24 AM
To: Kaiser, Ryan <kaiserr2964@cod.edu>; Smith, Beverly <smithb244@cod.edu>
Subject: FW: Refund

Can someone track this down. I have not got this one back.

Thanks,
Matt

From: Cousins, Matt
Sent: Monday, June 14, 2021 1:27 PM
To: Kaiser, Ryan <kaiserr2964@cod.edu>
Subject: Refund

Here is another one. Hopefully the last.

Thanks,
Matt

Matt Cousins
Manager, Chaparral Fitness
College of DuPage
425 Fawell Blvd.



BILLS PAID BY THIS PAYMENT

BILL #	DUE DATE	BILL FOR	DESCRIPTION	AMOUNT
29827	October 8, 2019	Lyle Morrow	Employee Annual #44164	\$240.00



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.



NT

00