

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1178337

Vendor Name: Phi Theta Kappa

Invoice Number: 6/27/2021

Invoice Date: 06/27/21

PO Number:

Check Number: 0283885

Check Amount: \$ 2,465.00

Check Date: 08/17/2021

Department ID: 12691

Reviewer Name:

Voucher Number: V0693782

Redaction Type: None

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

Document Below

From: Accounts Payable <acctpay@cod.edu>
Sent: Thu Aug 05 13:58:35 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: check request - Phi Theta Kappa

From: Hernandez, Shannon <hernan@cod.edu>
Sent: Thursday, August 5, 2021 9:56 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: check request - Phi Theta Kappa

[attachment: PTK Spring 21 Pres Scholar Check Req SH CS MLD.pdf]

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: 6/27/2021
Vendor ID: 1178337

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	05	60	12691	5406002	Dues	\$ 2,465.00

Grand Total \$ 2,465.00

--- \$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 being 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 being requested, have not 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: Phi Theta Kappa

Payee Address: 1625 Eastover Drive; Jackson, MS 39211

Other Instructions:

Description on Check:

This is the payments for Presidential Scholars to join Phi Theta Kappa.

Approvals:

Prepared By: Shannon Hernandez
Signature: Shannon Hernandez
Payment Due:
Board Approved Date:

Approved By: Chuck Steele
Signature: Chuck Steele
Approved By: Nathania Montes
Signature: Nathania Montes
Approved By Division VP: Mark Curtis Chavez
Signature: Mark Curtis-Chavez

REVIEWED
By Diana Del Rosario at 6:18 pm, Jul 20, 2021

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.



Phi Theta Kappa
Center for Excellence
1625 Eastover Drive
Jackson, MS 39211
(800) 946-9995

INVOICE

6/1/2021

Bill To: 000012002276

Phi Beta Chapter
College of Dupage
425 Fawell Blvd
Glen Ellyn, IL 60137-6708

Invoice No.	Order Date	Order No.	Ship Customer				Order Total
Product			Qty	Market Code	Discount Amt	Line Total	
0003906812	2/22/2021	1074208320	Malika Anthony				\$65.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
PTK - Illinois Region Membership			1		\$0.00	\$5.00	
0003906813	2/22/2021	1074208321	Diego Garcia-Cordero				\$65.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
PTK - Illinois Region Membership			1		\$0.00	\$5.00	
0003906814	2/22/2021	1074208322	Isabel Santana				\$65.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
PTK - Illinois Region Membership			1		\$0.00	\$5.00	
0003967664	3/16/2021	1074251095	Sireen N Ahmed				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967665	3/16/2021	1074251096	John Bialek				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967666	3/16/2021	1074251097	Daniel Bokuvka				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967667	3/16/2021	1074251098	Trevor Bucek				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967668	3/16/2021	1074251099	Bryssa Chaidez				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967669	3/16/2021	1074251100	Matthew Detloff				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967670	3/16/2021	1074251101	Sean Figuray				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967671	3/16/2021	1074251102	Taylor Hanks				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967672	3/16/2021	1074251103	Holly Hanssen				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967673	3/16/2021	1074251104	Autum Hosticka				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967674	3/16/2021	1074251105	Fatima Imam				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967675	3/16/2021	1074251106	Ikram Isa				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967676	3/16/2021	1074251107	Jake Jagiello				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967677	3/16/2021	1074251108	Andrea Jovanovic				\$60.00



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Invoice No.	Order Date	Order No.	Ship Customer				Order Total
Product			Qty	Market Code	Discount Amt	Line Total	
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967678	3/16/2021	1074251109	Dua Kanwal Kalota				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967679	3/16/2021	1074251110	Justin Koblich				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967680	3/16/2021	1074251111	Clare Kolker				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967681	3/16/2021	1074251112	Kelly Lupa				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967682	3/16/2021	1074251113	Garrett Martin				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967683	3/16/2021	1074251114	Grace Matthews				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967684	3/16/2021	1074251115	Sylvia Morna Freitas				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967685	3/16/2021	1074251116	Jose Perez				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967686	3/16/2021	1074251117	Loren Perry				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967687	3/16/2021	1074251118	Sierra Pocic				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967688	3/16/2021	1074251119	Isabelle Pradeep				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967689	3/16/2021	1074251120	Eleanor Rzeszut				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967690	3/16/2021	1074251121	Huda Saber				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967691	3/16/2021	1074251122	Eleanor Schutzius				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967692	3/16/2021	1074251123	AounAli Shamji				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967693	3/16/2021	1074251124	Saman Shariff				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967694	3/16/2021	1074251125	Nikolai Sorokin				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	



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Invoice No.	Order Date	Order No.	Ship Customer				Order Total
Product			Qty	Market Code	Discount Amt	Line Total	
0003967695	3/16/2021	1074251126	Megan Swartz				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967696	3/16/2021	1074251127	Merlin Thomas				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967697	3/16/2021	1074251128	Joanna Toledo				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0003967698	3/16/2021	1074251129	Erik Westegaard				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0004072724	5/4/2021	1074331693	Kelly Glimco				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0004116341	5/27/2021	1074362584	Jovana Kuzmanovic				\$60.00
PTK - Phi Theta Kappa International Membership			1		\$0.00	\$60.00	
0004116963	5/28/2021	1074363263	Shannon Hernandez				\$50.00
Illinois Regional Convention and Honors Institute			1		\$0.00	\$50.00	
Current Amount Due:							\$2,465.00

Please detach the lower portion and return it with your payment. Thank you.

0-30	30-60	60-90	90+	Total Due
\$170.00	\$0.00	\$2,100.00	\$195.00	\$2,465.00

Amount Enclosed: _____

Customer: 000012002276 Phi Beta Chapter

☐ Visa ☐ Mastercard ☐ Discover ☐ Check

Credit Card No.: _____ CVV2: _____

Check No.: _____

Exp. Date: ____/____/____ Signature: _____

Please make check payable to **Phi Theta Kappa**.

Credit card orders without your signature cannot be processed.

Send payments to: Phi Theta Kappa
Financial Services Department
P.O. Box 13729
Jackson, MS 39236-3729