

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1593173

Vendor Name: IASA DuPage County Region

Invoice Number: 08/20/21

Invoice Date: 08/20/21

PO Number:

Check Number: 0283984

Check Amount: \$ 65.00

Check Date: 08/23/2021

Department ID: 00781

Reviewer Name:

Voucher Number: V0694551

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: 8/20/2021
Vendor ID: 1593173

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
Annual Membership Dues	01	80	00781	5406002	Dues	\$ 65.00
Grand Total						\$ 65.00

AP VERIFIED
08/23/21 - BETHANY CRUSE

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: DuPage IASA
Payee Address: C/O John Langton, 222 N Kennedy Dr
Addison, IL, 60101, United States

Other
Instructions:

Manual check

APPROVED
By Ellen M. Roberts at 9:51 am, Aug 23, 2021

Description on Check:

FY22 Membership Dues

Approvals:

Prepared By: Tracey Frye
Signature: *Tracey Frye*
Payment Due: 8/30/2021
Board Approved Date: 8/19/2021

Approved By: _____ Date: _____
Signature: _____
Approved By: _____ Date: _____
Signature: _____
Approved By Division VP: Brian W. Caputo, President Date: _____
Signature: *Brian W. Caputo* 8/20/21

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



IASA DUPAGE DIVISION

2021-2022 Membership Renewal/Registration Form

Active IASA members:

☒ Membership Dues (new members)

\$65.00

Checks payable to: DuPage IASA

Please note: these dues are for the DuPage Division and separate from IASA dues.

Brian W. Caputo	president@cod.edu
member name	email address
College of DuPage	
school district or organization	
425 Fawell Boulevard	Glen Ellyn, IL 60137
street address	city, state, zip
630-942-2200	630-675-0624
office phone #	cell phone#
Tracey Frye	fryetr@cod.edu
Administrative Assistant's name	email address

Please return this membership form by August 30th, along with payment to:

IASA DuPage Division
c/o John Langton
222 N. Kennedy Drive
Addison, IL 60101

From: Accounts Payable <acctpay@cod.edu>
Sent: Mon Aug 23 10:26:21 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: FOR YOUR SIGNATURE: IASA Check Request

From: Frye, Tracey <fryetr@cod.edu>
Sent: Monday, August 23, 2021 10:23 AM
To: Accounts Payable <acctpay@cod.edu>
Cc: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: FOR YOUR SIGNATURE: IASA Check Request
Importance: High

Good morning,

Please find the attached check request that requires processing. You will also note Ellen Roberts approval for a manual check.

Thank you,



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: Roberts, Ellen <roberts@cod.edu>
Sent: Monday, August 23, 2021 9:52 AM
To: Frye, Tracey <fryetr@cod.edu>
Cc: Erl, Lisa <erll630@cod.edu>
Subject: RE: FOR YOUR SIGNATURE: IASA Check Request

Good morning, Tracey –

Please see attached with approval.

Thank you,

Ellen

Ellen M. Roberts
Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Frye, Tracey <fryetr@cod.edu>
Sent: Monday, August 23, 2021 9:46 AM
To: Roberts, Ellen <roberts@cod.edu>
Cc: Erl, Lisa <erll630@cod.edu>
Subject: FOR YOUR SIGNATURE: IASA Check Request

Good morning, Ellen.

I would like to request that a manual check be issued for the attached check request so that this expense may be paid by the August 31 due date. Dr. Caputo's membership to the IASA was approved by the Board at the August 16 Board Meeting (Item 8m).

Thank you!



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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[attachment: DuPage IASA Check Request 08.20.21- with BWC signature.pdf]