

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1555049

Vendor Name: Innovation Dupage

Invoice Number: FY2022

Invoice Date: 08/20/21

PO Number:

Check Number: E0086104

Check Amount: \$ 284,000.00

Check Date: 08/25/2021

Department ID: 00435

Reviewer Name:

Voucher Number: V0694812

Redaction Type: None

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

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: 8/20/2021
Vendor ID: 1555049

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
FY2022	01	40	00435	5609001	Other Fixed Charges Exps	\$ 284,000.00

Grand Total \$ 284,000.00

\$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 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: Innovation DuPage

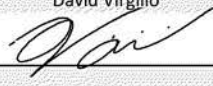
Payee Address: 535 Duane St
Glen Ellyn, IL 60137

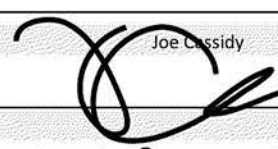

Other Instructions: this vendor should be set up as ACH; please pay via ACH

Description on Check:

FY22 College support for Innovation DuPage operational budget

Approvals:

Prepared By: David Virgilio
Signature: 
Payment Due:
Board Approved Date: 8/19/2021

Approved By: Joe Cassidy Date: 8/24/21
Signature: 
Approved By: Mark Curtis-Chavez Date: 8/25/2021
Signature: 
Approved By Division VP: Date:
Signature:

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wed Aug 25 13:02:37 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Fw: check request for Innovation DuPage funding

Thanks

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

From: Sekerka, Joyce
Sent: Wednesday, August 25, 2021 12:56:28 PM
To: Cruse, Bethany
Subject: FW: check request for Innovation DuPage funding

Hi Bethany,

Can you please process the attached request? Dave says they are ACH.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



From: Virgilio, David <virgiliod@cod.edu>
Sent: Wednesday, August 25, 2021 11:56 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: check request for Innovation DuPage funding

Hi Joyce,

At some point this week, no rush, can you process this approved check request? This is for annual funding of Innovation DuPage as approved by the COD board last week. I believe ID is set up in the system as a vendor to be paid via ACH.

Please let me know if you have any questions, thanks!

David P. Virgilio, C.P.A.
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](#)

[attachment: FY2022 Innovation DuPage funding CHECK REQUEST FORM w MCC sig.pdf]



CHAPARRALS

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.

AUGUST 19, 2021

COLLEGE OF DuPAGE
REGULAR BOARD MEETING
BOARD APPROVAL

SUBJECT

Annual funding of Innovation DuPage (ID) by College of DuPage in the amount of \$284,000.00.

REASON FOR CONSIDERATION

Section 3-30 of the Illinois Public Community College Act permits the Board of Trustees to exercise powers “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board.” 110 ILCS 805/3-30. A contract exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

BACKGROUND INFORMATION

In 2017, the College of DuPage Board of Trustees charged the administration to create an innovation center, later named “Innovation DuPage,” to provide future enhanced learning opportunities for College students, to permit faculty to use their expertise to assist with local innovation and entrepreneurial efforts, and to promote business and general economic development in Community College District No. 502. As approved by the Board at previous meetings, the Glen Ellyn Civic Center was selected as the location for Innovation DuPage, and both the Village and the College Board approved a long-term licensure agreement relating to that location. Funds formerly dedicated to rental space for COD’s Business Development Center (BDC) were reallocated to the Innovation DuPage initiative as the Village of Glen Ellyn agreed to provide long-term, low-cost headquarters for both the BDC and ID.

In 2018, the Board approved the formation of Innovation DuPage as a separate Illinois not-for-profit corporation, and the College of DuPage Board of Trustees approved both the FY18 financial contribution and the construction Guaranteed Maximum Price (GMP) to renovate portions of the Glen Ellyn Civic Center. In August of 2018, the College of DuPage Board of Trustees approved the previously contemplated agreement governing the operational relationship between the two entities, which includes ongoing in-kind and financial support.

As noted in Exhibit A, the FY22 College of DuPage block contribution to Innovation DuPage totals \$284,000.00, which includes space, utilities and operational support outlined in the FY22 Innovation DuPage budget, approved by the Innovation DuPage Board at their June 22, 2021

meeting.

Budget for this item, totaling \$284,000 is available in the FY22 budget in GL account 01-40-00435-5609001.

Primary Strategic Long Range Plan Goal: Economic Development. To accomplish this, we will: Cultivate equity and inclusion principles and practices into economic development activities. Provide training and education consistent with regional workforce needs. Support regional business through incubator, accelerator, and consultation programs. Collaborate with community and business partners to advance regional economic impact and workforce development.

RECOMMENDATION

That the Board of Trustees approves the proposed annual block contribution to Innovation DuPage, which includes space, utilities and operational support in the amount of \$284,000.00.

STAFF CONTACT

Joe Cassidy, Assistant Vice President, Economic Development; Dean, Continuing Education and Public Services

Historical Doc A for back-up to ID FY22 Funding Request -- Board Item 09.20.18 requesting approval of COD-ID Agreement.pdf

Historical Doc B for back-up to ID FY22 Funding Request -- Minutes 09.20.18 showing COD-ID agreement was approved.pdf

FY 2022 ID Budget Board Final.pdf

BOARD APPROVAL

SIGNATURE PAGE

Annual funding of Innovation DuPage (ID) by College of DuPage in an amount of \$284,000.

<u>Maureen Dunne</u>	August 19, 2021
BOARD CHAIR	Date

<u>Heidi Holan</u>	August 19, 2021
BOARD SECRETARY	Date