

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1636318

Vendor Name: Arnold Stolte

Invoice Number: FITNESS REFUIND

Invoice Date: 08/17/21

PO Number:

Check Number: 0284878

Check Amount: \$ 65.00

Check Date: 09/14/2021

Voucher Number: V0694354

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

Document Below

# AP VERIFIED

## 08/19/21 - ISABEL BARRIOS

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: 8/10/2021  
Vendor ID: 1636318

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
NA	05	60	17800	4503001	Community Memberships - PE	\$ 65.00
Grand Total						\$ 65.00

**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: Arnold Stolte  
Payee Address: 1310 Danada Court  
Naperville, IL 60563

Other  
Instructions:

**Description on Check:**

Arnold Stolte purchased three senior community monthly fitness memberships on 2/26/20 for \$78. He used 50% of one monthly membership. Total refund = \$65.

**Approvals:**

Prepared By: Matt Cousins  
Signature: Matthew L. Cousins  
Digitally signed by Matthew L. Cousins  
Date: 2021.08.10 10:09:12 -05'00'  
Payment Due:  
Board Approved Date:

Approved By: Ryan Kaiser  
Signature: Ryan Kaiser  
Digitally signed by Ryan Kaiser  
Date: 2021.08.16 09:55:00 -05'00'  
Approved By: Dr. Diana Del Rosario  
Signature: Diana Del Rosario  
Digitally signed by Diana Del Rosario  
Date: 2021.08.18 19:08:38 -05'00'  
Approved By Division VP:  
Signature:

**REVIEWED**  
By Melissa Doguim at 2:29 pm, Aug 18, 2021

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

## Arnold Stolte - Payment #39573



### Payment Details

Amount: \$78.00  
Date: February 26, 2020  
Time: 5:14 PM  
Type: Online  
Method: CREDIT - MC

### Confirmation

41853322803

### BILLS PAID BY THIS PAYMENT

BILL #	DUE DATE	BILL FOR	DESCRIPTION	AMOUNT
31808	December 24, 2019	Arnold Stolte	Senior Single Month #49261	\$26.00
31809	June 12, 2021	Arnold Stolte	Senior Single Month #49262	\$26.00
31810	July 11, 2021	Arnold Stolte	Senior Single Month #49263	\$26.00

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From: Accounts Payable <acctpay@cod.edu>  
Sent: Thu Aug 19 10:44:52 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: refund  
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**From:** Cousins, Matt <cousins@cod.edu>  
**Sent:** Thursday, August 19, 2021 9:56 AM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** FW: refund

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**From:** Kaiser, Ryan <kaiserr2964@cod.edu>  
**Sent:** Thursday, August 19, 2021 8:53 AM  
**To:** Cousins, Matt <cousins@cod.edu>  
**Subject:** refund

**Ryan Kaiser**

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



[attachment: Arnold Stolte Refund\_MLD.pdf]