

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1517408
Vendor Name: Strategic Cost Control, Inc
Invoice Number: 75322
Invoice Date: 08/02/21
PO Number:
Check Number: 0284879
Check Amount: \$ 825.00
Check Date: 09/14/2021
Voucher Number: V0694937
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: 8/3/2021
Vendor ID: 1517408

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
75322	01	90	00835	5204001	Unemployment Insurance Exps	\$ 825.00

Grand Total

\$ 825.00

AP VERIFIED
08/27/21 - 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: Corporate Cost Control

Payee Address: P.O. Box 1180, 50 Nashua Road
Londonderry, NH 03053

Other
Instructions:

Description on Check:

Quarterly fee for Unemployment Compensation Management services

Approvals:

Prepared By: Mary Jo Duffey

Signature:

Payment Due: 9/1/2021

Board Approved Date:

Approved By: Debbie Wendling

Date: 8/10/2021

Signature: *Debbie Wendling*

Approved By: Alma Camarena

Date:

Signature: *Alma Camarena*

8/27/2021

Approved By Division VP:

Date:

Signature:

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

Corporate Cost Control
P.O. Box 1180
Londonderry, NH 03053
+1 6038451326
sallyt.goodwin@experian.com



INVOICE

BILL TO

Mary Jo Duffey
Human Resources
425 Fawell Boulevard
Glen Ellen, IL 60137

INVOICE # 75322

DATE 08/02/2021

DUE DATE 09/01/2021

ACTIVITY	QTY	RATE	AMOUNT
Services			825.00
Quarterly Fee for Unemployment Compensation Management Services			

Billing period begins on the due date of this invoice.

BALANCE DUE

\$825.00

From: Duffey, Mary Jo <duffeym@cod.edu>
Sent: Fri Aug 27 11:51:07 CDT 2021
To: invoicing@cod.edu
CC: duffeym@cod.edu
Subject: CCC invoice and check request

Good morning,

Attached please find a check request and invoice care of our Unemployment Vendor, Corporate Cost Control. Please let me know if you have any questions or if you need any other information.

Thank you,

Mary Jo

Mary Jo Duffey
Human Resources
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
duffeym@cod.edu

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[attachment: Invoice_75322_from_Corporate_Cost_Control_08012021.pdf]
[attachment: CHECK REQUEST FORM_CCC_Invoice_final_signed_Aug2021.pdf]

**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.