

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1313737

Vendor Name: Illinois Community College Trustees Ass

Invoice Number: FY21Refund

Invoice Date: 8/30/2021

PO Number:

Check Number: 0285346

Check Amount: \$ 622.30

Check Date: 09/16/2021

Voucher Number: V0698007

Document Type: AP Invoice

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: 8/30/2021  
Vendor ID: 1086122

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
FY21 Refund	06	10	02538	4301001	Dept of Education	\$ 622.30
Grand Total						\$ 622.30

## 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: Illinois Community College Board  
Payee Address: 401 East Capitol Avenue  
Springfield, IL 62701-1711

Other Instructions: Please mail to payee address listed on form, not the one in Colleague.  
Please add Attn: Zula Lee

## Description on Check:

## Approvals:

Prepared By: Tiana Baymon  
Signature: *Tiana Baymon*  
Payment Due:  
Board Approved Date:

Approved By: **APPROVED**  
By Maki Jursinic at 12:41 pm, Aug 30, 2021  
Signature:  
Approved By: **APPROVED**  
By Jonita at 1:15 pm, Aug 30, 2021  
Signature:  
Approved By Division VP:   
Signature:

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.

**From:** [Jones, Janelle](#)  
**To:** [Baymon, Tiana](#)  
**Subject:** [External] Re: Perkins Grant Questions  
**Date:** Wednesday, August 25, 2021 2:44:29 PM

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CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hi Tiana,

Sorry about the delay. We are still working through some IT issues. Yes, you were correct to include the items ordered as of 6/30 on the quarter 4 report. The funds from the book store credit will have to be returned to ICCB, as the books were purchased with FY21 funds.

Thanks,  
Janelle

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**From:** Baymon, Tiana <baymont@cod.edu>  
**Sent:** Wednesday, August 25, 2021 9:54 AM  
**To:** Jones, Janelle <Janelle.Jones@illinois.gov>  
**Subject:** [External] Perkins Grant Questions

Hi Janelle,

I just wanted to follow up on the attached emails. We are finalizing our expenditure report, and we are hoping you can advise.

Thanks so much for your assistance!

**Tiana Baymon**  
**Grant Accountant**  
**College of DuPage**

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599  
Phone: 630.942.2673 | Fax: 630.942.2297 | [baymont@cod.edu](mailto:baymont@cod.edu)

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FY2022

Export

Encumbrances			
Actuals    -\$622.30			
Document	Date	Description	Amount
F000928770	7/1/2021	Perkins Student Support	-\$165.78
F000928746	7/1/2021	Perkins Student Support	-\$119.52
F000928743	7/1/2021	Perkins Student Support	-\$118.05
F000928742	7/1/2021	Perkins Student Support	\$6.81
F000928739	7/1/2021	Perkins Student Support	-\$75.82
F000928733	7/1/2021	Perkins Student Support	-\$149.94
<div><div>&lt;</div><div>Page 1 of 1</div><div>&gt;</div></div>			
Per Page: 25			Total: 6
Budget			

August 23 2021  
16:42

Transmitted Financial Aid Report

Page 2

Award Year	Student SSN	Student Name	Award Period	Award	FA Trans	AR Post Date	Payment Term	Payment AR Type	AR Payment Net Amount
			2021SU	FPRKB	000930836	07/01/21	2021SU	01	-149.94
								Award Total :	-149.94
								Award Period Total :	-149.94
								Student Total :	-149.94
			2021SU	FPRKB	000930804	07/01/21	2021SU	01	-75.82
								Award Total :	-75.82
								Award Period Total :	-75.82
								Student Total :	-75.82
			2021SU	FPRKB	000930807	07/01/21	2021SU	01	6.81
					000930834	07/01/21	2021SU	01	-118.05
								Award Total :	-111.24
								Award Period Total :	-111.24
								Student Total :	-111.24
			2021SU	FPRKB	000930835	07/01/21	2021SU	01	-119.52
								Award Total :	-119.52
								Award Period Total :	-119.52
								Student Total :	-119.52
			2021SU	FPRKB	000930837	07/01/21	2021SU	01	-165.78
								Award Total :	-165.78
								Award Period Total :	-165.78
								Student Total :	-165.78

REPORT SUMMARY

Award Period	Award	Award Total
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2021SU	FPRKB	- 622.30
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Award Period Total :		- 622.30
Report Total :		- 622.30



FY2022



Export



Encumbrances			
Actuals    -\$622.30			
Document	Date	Description	Amount
<a href="#">J025438</a>	8/28/2021	MV Bookstore Cred to FY21 Dept	-\$622.30
Page 1 of 1			
Per Page: 25			Total: 1
Budget			



Accounts Payable <acctpay@cod.edu>

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**FW: Check Request for Perkins Refund**

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Accounts Payable <acctpay@cod.edu>

Mon, Aug 30, 2021 at 06:46 PM GMT

CC:

BCC:

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**From:** Baymon, Tiana <baymont@cod.edu>  
**Sent:** Monday, August 30, 2021 1:33 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** FW: Check Request for Perkins Refund

Hello,

Please see attached check request for processing. Please let me know if you have any questions.

Best,

**Tiana Baymon**

**Grant Accountant**

**College of DuPage**

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

Phone: 630.942.2673 | Fax: 630.942.2297 | [baymont@cod.edu](mailto:baymont@cod.edu)

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**From:** Ellis, Jonita <[ellisjo@cod.edu](mailto:ellisjo@cod.edu)>  
**Sent:** Monday, August 30, 2021 1:16 PM  
**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>  
**Subject:** RE: Check Request for Perkins Refund

Here you go.

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**From:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>  
**Sent:** Monday, August 30, 2021 12:45 PM  
**To:** Ellis, Jonita <[ellisjo@cod.edu](mailto:ellisjo@cod.edu)>  
**Subject:** FW: Check Request for Perkins Refund

Hi Jonita,

Attached is the check request to refund ICCB. After you approve, I will forward to AP.

Thanks!

**Tiana Baymon**  
**Grant Accountant**  
**College of DuPage**

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**From:** Jursinic, Maki <[jursinicm@cod.edu](mailto:jursinicm@cod.edu)>  
**Sent:** Monday, August 30, 2021 12:43 PM  
**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>  
**Subject:** RE: Check Request for Perkins Refund

No worry necessary. Please move my approval stamp if I put it in a wrong section.

Thank you!

Maki

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**From:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>  
**Sent:** Monday, August 30, 2021 12:19 PM  
**To:** Jursinic, Maki <[jursinicm@cod.edu](mailto:jursinicm@cod.edu)>  
**Subject:** RE: Check Request for Perkins Refund

I see what you mean now. I have updated to reflect the revenue account. The credit has to remain, this way overall expenses reflect the reduced revenue amount. Thank you, sorry for the confusion.

**Tiana Baymon**

**Grant Accountant**

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**From:** Jursinic, Maki <[jursinicm@cod.edu](mailto:jursinicm@cod.edu)>  
**Sent:** Monday, August 30, 2021 12:14 PM  
**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>  
**Subject:** RE: Check Request for Perkins Refund

Do the T-account if you have a moment. The initial cost was reported in the previous fiscal year, so to show the reduction of the expense we will have to leave the credit balance in FY 2022. Also we are about to receive the full amount of cash that includes the portion we have to refund. The reduction in the total revenue will be somehow reflected too. But let me know if you still want to use the expense account. Maybe I am not thinking straight this morning...

Thanks.

Maki

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**From:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>  
**Sent:** Monday, August 30, 2021 12:04 PM  
**To:** Jursinic, Maki <[jursinicm@cod.edu](mailto:jursinicm@cod.edu)>  
**Subject:** RE: Check Request for Perkins Refund

Okay, I was thinking we needed to clear the credit in that account by hitting the expense (this is what I did in the past), but I agree we need to account for the reduced revenue, I am a little confused by how that works.

**Tiana Baymon**

**Grant Accountant**

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**From:** Jursinic, Maki <[jursinim@cod.edu](mailto:jursinim@cod.edu)>

**Sent:** Monday, August 30, 2021 11:58 AM

**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>

**Subject:** RE: Check Request for Perkins Refund

Hi Tiana,

Wouldn't it be the revenue object that should be used for this check request? The expense was already reduced via Financial Aid, and the total revenue should also be reduced by this refund amount. What do you think?

Maki

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**From:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>

**Sent:** Monday, August 30, 2021 11:21 AM

**To:** Jursinic, Maki <[jursinim@cod.edu](mailto:jursinim@cod.edu)>

**Subject:** Check Request for Perkins Refund

Hi Maki,

Attached is the check request to return the bookstore credit amount to ICCB. Once you approve, I will forward to Jonita for signature.

Thanks!

**Tiana Baymon**

**Grant Accountant**

**College of DuPage**

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**1 attachment**

Check Request- Refund to ICCB \$622.30.pdf