

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1551569
Vendor Name: Bridge Communities, Inc.
Invoice Number: 092321
Invoice Date: 9/23/2021
PO Number: P0000937
Check Number: E0086629
Check Amount: \$ 2,500.00
Check Date: 10/20/2021
Voucher Number: V0710910
Document Type: AP Invoice

Document Below



Connecting homeless families
to a better future

Bridge Communities, Inc.

505 Crescent Blvd.
Glen Ellyn, Illinois 60137-4529

Telephone: (630) 545-0610

Fax: (630) 545-0640

Web site: www.BridgeCommunities.org

INVOICE

September 23, 2021

Billing to:

Joan M. DiPiero
Community Engagement Specialist
College of DuPage
425 Fawell Blvd.
IRC 1054
Glen Ellyn, IL 60137



Amount:	\$2,500
Item:	Silver Sponsorship
Event:	Bridge Communities' 2021 Sleep Out Saturday November 6, 2021
Total:	\$2,500

Please go online to www.bridgecommunities.org, or submit payment to:

Attn. 2021 Sleep Out Saturday
505 Crescent Blvd.
Glen Ellyn, IL 60137

*Your support is transforming the lives of local families facing homelessness today.
Thank you for your sponsorship and commitment to Bridge Communities.*

"Duda, Jennifer" <dudajen@cod.edu>

Sleep Out Saturday check request

"Duda, Jennifer" <dudajen@cod.edu>

Wed, Oct 13, 2021 at 10:35 AM GMT

CC: Mitchell, Barbara Jo <mitchell@cod.edu>

BCC:

Good morning,

Attached, please find a completed check request and accompanying invoice for processing. Please advise if anything additional is required.

Thank you,

Jen

Jennifer Duda

Senior Manager, News Bureau and Community Engagement

Marketing and Communications

Institutional Resource Center, Room 1056

O (630) 942-3097 C (773) 490-4077

Fax (630) 942-3737

College of DuPage

425 Fawell Blvd., Glen Ellyn, IL 60137

From: Mitchell, Barbara Jo <mitchell@cod.edu>
Sent: Tuesday, October 12, 2021 4:49 PM
To: Duda, Jennifer <dudajen@cod.edu>
Subject: RE: for signature - Sleep Out Saturday check request

Hi Jen - here you go

From: Duda, Jennifer <dudajen@cod.edu>
Sent: Monday, October 11, 2021 7:35 PM
To: Mitchell, Barbara Jo <mitchell@cod.edu>
Subject: for signature - Sleep Out Saturday check request

Hi, Barb.

This one doesn't technically require Wendy's signature, but since I am both the requester and budget officer, I'd rather document her approval for two-step verification. If you can send back the signed form, I'll attach the invoice and send along.

Thanks!
Jen

Jennifer Duda

Senior Manager, News Bureau and Community Engagement

Marketing and Communications

Institutional Resource Center, Room 1056

O (630) 942-3097 C (773) 490-4077

Fax (630) 942-3737

College of DuPage

425 Fawell Blvd., Glen Ellyn, IL 60137

2 attachments

Sleep Out Saturday 2021 Check Request Form.pdf

Bridge 2021 SOS Invoice - College of DuPage.pdf



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Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 10/13/2021 Vendor ID: 1551569 Vendor Name: Bridge Communities, Inc.
Payee Address: 505 Crescent Blvd Glen Ellyn, IL, 60137 Payment Due Date: 11/1/21

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
	01-40-00774-5401006	Other Supplies	2,500.00
Total			\$ 2,500.00

Check the appropriate box below:

- ☒ 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.

Description on Check:

Sleep Out Saturday 2021 Silver Sponsorship

Other Instructions:

All requests will require the following approvals:

Requester: Jennifer Duda Digitally signed by Jennifer Duda
Date: 2021.10.13 14:44:57 -05'00' Print Name: Jennifer Duda
Budget Officer: Jennifer Duda Digitally signed by Jennifer Duda
Date: 2021.10.13 14:45:12 -05'00' Print Name: Jennifer Duda

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): Wendy Parks Digitally signed by Wendy Parks
Date: 2021.10.13 14:50:51 -05'00' Print Name: Wendy Parks

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (cont.)

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 Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
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 Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.