

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1536903

Vendor Name: Mathematical Association of America Ill

Invoice Number: 6.3.22

Invoice Date: 6/3/2022

PO Number:

Check Number: E0090290

Check Amount: \$ 200.00

Check Date: 06/29/2022

Voucher Number: V0742276

Document Type: AP Invoice

Document Below

## 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: 6/3/2022 Vendor ID: 1536903 Vendor Name: Mathematical Assoc America IL Section

Payee Address: Pat Kihne Illinois College 1101 W. College Ave, Jacksonville IL 62650 Payment Due Date: 6/15/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
N/A	01-10-00209-5406002	Mathematics: Dues	200.00
Total			\$ 200.00

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:

ISMAA Membership Renewal

Other Instructions:

### All requests will require the following approvals:

Requester: Roxana Betka Digitally signed by Roxana Betka  
Date: 2022.06.03 15:38:46 -05'00 Print Name: \_\_\_\_\_

Budget Officer: Jennifer Cumpston Digitally signed by Jennifer Cumpston  
Date: 2022.06.06 09:58:58 -05'00 Print Name: \_\_\_\_\_

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

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

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](mailto: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.

"Betka, Roksana" <betkar@cod.edu>

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**ISMAA Check request**

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"Betka, Roksana" <betkar@cod.edu>

Mon, Jun 6, 2022 at 03:53 PM GMT

CC: Cumpston, Jennifer <cumpstonj@cod.edu>

BCC:

Good Morning,

Please process this payment for the annual membership renewal of Illinois Section – Mathematical Association of America.

Thank you,

Roxana

Roxana Betka

Division Support Specialist, STEM

(630) 942-2055

**College of DuPage**

425 Fawell Blvd.

Glen Ellyn, IL 60137

BIC 2E06

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**2 attachments**

Check Request Form ISMAA Renewal 6.3.2022.pdf

ISMAA institutional membership form College of Dupage For 2022-2023.docx

**Illinois Section of the Mathematical Association of America**  
**Institutional Sponsorship**  
(October 2021 update)

Institutional sponsors of the Illinois Section of the MAA receive benefits dependent upon which category of sponsorship is chosen. The three levels are: Ordinary, Sustaining, and Speaker. The costs and benefits of each level of sponsorship are as follows:

**Ordinary Sponsorship (\$50):** *Unlimited free student registration at the annual meeting*

**Sustaining Sponsorship (\$100):** *Unlimited free student registration at the annual meeting plus three free faculty registrations*

**Speaker Sponsorship (\$200):** *Unlimited student registrations, three free faculty registrations, plus listing as an underwriter of a plenary speaker in the ISMAA program.*

Please fill out the form below indicating the level of membership, and send completed form and payment (payable to ISMAA) to:

Dr. Patricia L. Kiihne  
ISMAA Secretary/Treasurer  
Department of Computer Science, Mathematics, and Physics  
Illinois College  
Jacksonville, IL 62650

While we gladly accept institutional sponsorships at any point during the academic year, we appreciate sponsorships sent in prior to the spring sectional meeting.

Institution:   \_\_\_ College of DuPage \_\_\_\_\_

Address:       \_\_\_ 425 Fawell Blvd  
                  \_\_\_ Glen Ellyn, IL 60137

Contact person: \_\_\_ Christopher Bailey   baileyc105@cod.edu

Level of sponsorship:

\_\_\_ Ordinary Sponsorship \$50

\_\_\_ Sustaining Sponsorship \$100

\_\_\_X\_\_\_ Speaker Sponsorship \$200

"Betka, Roksana" <betkar@cod.edu>

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**RE: ISMAA Check request**

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"Betka, Roksana" <betkar@cod.edu>

Mon, Jun 6, 2022 at 10:03 PM GMT

CC:

BCC:

Resending as PDF

**From:** Betka, Roksana  
**Sent:** Monday, June 6, 2022 10:54 AM  
**To:** 'invoicing@cod.edu' <invoicing@cod.edu>  
**Cc:** Cumpston, Jennifer <cumpstonj@cod.edu>  
**Subject:** ISMAA Check request

Good Morning,

Please process this payment for the annual membership renewal of Illinois Section – Mathematical Association of America.

Thank you,

Roxana

Roxana Betka

Division Support Specialist, STEM

(630) 942-2055

**College of DuPage**

425 Fawell Blvd.

Glen Ellyn, IL 60137

BIC 2E06

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**2 attachments**

ISMAA institutional membership form College of Dupage For 2022-2023.pdf

Check Request Form ISMAA Renewal 6.3.2022 (002).pdf