

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085363
Vendor Name: GFOA
Invoice Number: NOTICE#0244465
Invoice Date: 5/6/2022
PO Number:
Check Number: 0299124
Check Amount: \$ 850.00
Check Date: 05/13/2022
Voucher Number: V0738051
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: May 6, 2022 Vendor ID: 1085363 Vendor Name: Government Finance Officers Assoc. (GFOA)

Payee Address: 203 N. LaSalle, #2700, Chicago, IL 60601 Payment Due Date: 5/12/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Notice #0244465	01-80-00757-5406002	Dues	700.00
Notice #0244465	01-80-00758-5406002	Dues	150.00
Total			\$ 850.00

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:

Member #300044454. Annual renewal for period 7/1/22 through 6/30/23.

Other Instructions:

All requests will require the following approvals:

Requester: Vera Humphrey Digitally signed by Vera Humphrey
Date: 2022.05.06 11:37:00 -05'00' Print Name: _____

Budget Officer: Scott Brady Digitally signed by Scott Brady
Date: 2022.05.06 11:59:47 -05'00' Print Name: Scott Brady

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

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.

"Humphrey, Vera" <humphreyv@cod.edu>

FW: GFOA FY23Dues - Check Request

"Humphrey, Vera" <humphreyv@cod.edu>

Fri, May 6, 2022 at 05:23 PM GMT

CC:

BCC:

Hi,

Attached is check request for GFOA FY 2023 membership dues.

Thank you!

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

From: Brady, Scott <bradys310@cod.edu>
Sent: Friday, May 6, 2022 12:01 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: FW: GFOA FY 23Dues - Check Request

Vera,

Here you go. Scott

Scott L. Brady, CPA
Chief Financial Officer
College of DuPage
425 Fawell Blvd.

SRC 2130L

Glen Ellyn, IL 60137-6599

Direct: 630.942.2219

Email: bradys310@cod.edu

Disclosure Statement:

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From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Friday, May 6, 2022 11:40 AM
To: Brady, Scott <bradys310@cod.edu>
Subject: GFOA FY 23Dues - Check Request

Hi Scott,

For your approval.

Thank you.

Vera Humphrey
Administrative Assistant to the
Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

4 attachments

image001.jpg

GFOA Dues FY 23_Check Request Form.pdf

image002.png

dues notice college of dupage.pdf

Government Finance Officers Association

Dues Notice

203 North LaSalle Street, Suite 2700
Chicago, IL 60601-1210
Phone: (312)977-9700
Fax: (312)977-4806
E-Mail: Membership@GFOA.Org
Tax ID: 36-2167796

Notice #: 0244465
Notice Date: 05/06/2022

300044465 D04 Spec Dist 1-4K

Current Paid Thru: 06/30/2022

Dr. Brian W. Caputo, CPFO
College of DuPage - Community College District 502
425 Fawell Blvd.
Glen Ellyn, IL 60137-6784 United States

Membership Renewal for the period of 07/01/2022 through 06/30/2023

Membership Dues Base Fee \$700.00

DIB	In-Base Member(s)	Member #
*Dr. Brian W. Caputo, CPFO	President	300040153
Mr. David Virgilio	Controller	300185893
Mr. Scott L. Brady	Chief Financial Officer & Treasurer	300148051
* Indicates Primary Contact		
No. of In Base Memberships Included in Base Fee:		3
Current Number of In Base Members:		3
DAO	Add-On Member(s)	Member #
Ms. Toni Stella	Budget Manager	300224157
		150.00
Total Add-On Memberships:		150.00

Total Amount Due: **\$850.00**

If you need to make any changes to your membership information,
please visit www.gfoa.org/updates. Changes on this form will not be accepted.

Notice #: 0244465
Notice Date: 05/06/2022

REMITTANCE STUB

(Please Return with Payment)

Membership Number: 300044465

College of DuPage - Community College District 502
425 Fawell Blvd.
Glen Ellyn, IL 60137-6784 United States

Add-On Members:
300224157

Membership Renewal for the period of 07/01/2022 through 06/30/2023

Please Remit to:
Government Finance Officers Association
203 N. LaSalle St., Suite 2700
Chicago, IL 60601-1210

Membership Dues Base Fee \$700.00
Total Add-On Memberships: 150.00
Total Amount Due: **\$850.00**

We are no longer accepting credit card renewals via mail, fax, email, or phone. To renew with a credit card, please visit www.gfoa.org/renew and log in. To pay via check, please submit this remittance stub along with your check.

