

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1089630

Vendor Name: The University of Texas At Austin

Invoice Number: M2021-41324 25

Invoice Date: 5/2/2022

PO Number:

Check Number: 0299271

Check Amount: \$ 1,298.00

Check Date: 05/13/2022

Voucher Number: V0738199

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: 5/2/2022 Vendor ID: 1089630 Vendor Name: The University of Texas at Austin NISOD

Payee Address: 1912 Speedway, Stop D5600, Austin, TX 78712-1607 Payment Due Date: \_\_\_\_\_

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
M2021-41325 (order 41325)	01-10-00453-5503005	AFS Office: Out-of-state Conference Costs	649.00
M2021-41324 (order 41324)	01-10-00453-5503005	AFS Office: Out-of-state Conference Costs	649.00
Total			\$ 1,298.00

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:

Registration Payment for Sonia Watson  
Registration Payment for Kate Szetela

Other Instructions:

This is a prepayment request for the NISOD conference for Sonia Watson and Kate Szetela

**All requests will require the following approvals:**

Requester: Kathleen Kasprzyk Szetela Digitally signed by Kathleen Kasprzyk Szetela  
Date: 2022.05.02 18:00:04 -0500 Print Name: Kathleen Kasprzyk Szetela

Budget Officer: Sonia Watson Digitally signed by Sonia Watson  
Date: 2022.05.02 20:07:38 -0500 Print Name: Sonia Watson

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 (SAC 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.

"Szetela, Kate" <szetelak@cod.edu>

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**Check request**

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"Szetela, Kate" <szetelak@cod.edu>

Tue, May 3, 2022 at 02:33 PM GMT

CC:

BCC:

Hello,

Attached is a check request form, approvals and invoices for pre-payment for a conference.

I tried to combine these files into a PDF but was not successful as there was a problem with the electronic signatures.

Will this work?

Thank you,

\*Kate

**Kate Szetela, MEd.**

**Pronouns:** She/Her/Hers

Manager, Adjunct Faculty Support

College of DuPage

425 Fawell Blvd. | BIC 1500B | Glen Ellyn, IL 60137-6599

630.942.3797 | [szetelak@cod.edu](mailto:szetelak@cod.edu)

Strengths ~Input, Positivity, Connectedness, Communication, Arranger

View our [Adjunct Faculty Site](#) for helpful resources

6 attachments

image002.jpg

Szetela NISOD Invoice.pdf

Watson NISOD Invoice.pdf

WATSON NISOD Conference Approval.pdf

NISOD Check Request Form.pdf

Szetela NISOD Conference Approval.pdf



Dear Kate Szetela,

Thank you for registering for NISOD's 2022 International Conference on Teaching and Leadership Excellence! This document serves as confirmation of your registration.

**All 2022 conference activities will be held at the JW Marriott Austin, the headquarter hotel**, where you will only be an elevator ride away from all sessions and conference activities. Now that you've registered for NISOD's 2022 conference, be sure to reserve your hotel room as soon as possible. You can find lodging information [here](#).

**In order to ensure you receive subsequent emails regarding this event, be sure to add [Kelley.Berley@austin.utexas.edu](mailto:Kelley.Berley@austin.utexas.edu) to your contacts list.**

Your confirmation is below.

Order Number	Order Date	Invoice Number	PO Reference
41324	Apr 01, 2022	M2021-41324	
Conference Registration (Member)		1	699.00
Registration Discount (PRESENTER50)		1	-50.00

**INVOICE TOTAL \$649.00**

If you selected to pay via invoice, please click [here](#) to download your invoice.

Conference policies, including cancellation and substitution policies, can be found [here](#).

Please make checks payable to:

**The University of Texas at Austin/NISOD**

1912 Speedway, Stop D5600

Austin, TX 78712-1607

If you would like to pay your registration with a credit card, please call 512-471-7545.

Request a **W-9 Form** from NISOD.  
The University of Texas at Austin's Federal ID: **746000-203**.

**NISOD**

College of Education  
The University of Texas at Austin  
1912 Speedway, Stop D5600  
Austin, TX 78712-1607  
Ph: (512) 471-7545  
Email: [membership@nisod.org](mailto:membership@nisod.org)

★ Tell a colleague about this conference!

A copy of this confirmation is being emailed to: [szetelak@cod.edu](mailto:szetelak@cod.edu)



"Szetela, Kate" <szetelak@cod.edu>

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image002.jpg

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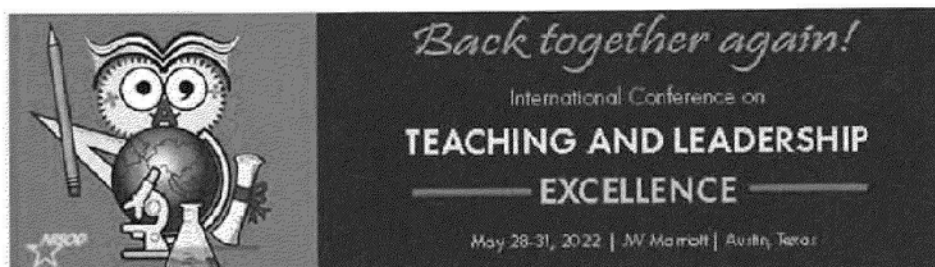
Watson NISOD Invoice.pdf

WATSON NISOD Conference Approval.pdf

NISOD Check Request Form.pdf

Szetela NISOD Conference Approval.pdf

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.



Dear Sonia Watson,

Thank you for registering for NISOD's 2022 International Conference on Teaching and Leadership Excellence! This document serves as confirmation of your registration.

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**In order to ensure you receive subsequent emails regarding this event, be sure to add Kelley.Berley@austin.utexas.edu to your contacts list.**

Your confirmation is below.

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41325	Apr 01, 2022	M2021-41325	
Conference Registration (Member)		1	699.00
Registration Discount (PRESENTER 50)		1	-50.00

**INVOICE TOTAL \$649.00**

If you selected to pay via invoice, please click [here](#) to download your invoice.

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Please make checks payable to:

**The University of Texas at Austin/NISOD**

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Austin, TX 78712-1607

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**NISOD**

College of Education  
The University of Texas at Austin  
1912 Speedway, Stop D5600  
Austin, TX 78712-1607  
Ph: (512) 471-7545  
Email: [membership@nisod.org](mailto:membership@nisod.org)

 Tell a colleague about this conference!

A copy of this confirmation is being emailed to: [watsons57@cod.edu](mailto:watsons57@cod.edu)

"Szetela, Kate" <szetelak@cod.edu>

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