

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1180535
Vendor Name: IDES-Magnetic Media Unit
Invoice Number: CNXX547835X139
Invoice Date: 8/26/2022
PO Number:
Check Number: 0302233
Check Amount: \$ 30,202.07
Check Date: 09/13/2022
Voucher Number: V0752301
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: 8/26/2022 Vendor ID: 1180535 Vendor Name: IDES

Payee Address: PO Box 19299, Springfield, IL 62794-9300 Payment Due Date: 08/30/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
CNXXXXX547835X139	01-90-00835-5204001	Unemployment claims exp	30,202.07
Total			\$ 30,202.07

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:

Account number 808655, College of DuPage activity as of 8/15/2022

Other Instructions:

All requests will require the following approvals:

Requester: Marianne Fay Digitally signed by Marianne Fay
Date: 2022.08.26 08:26:21 -0500 Print Name: Marianne Fay

Budget Officer: _____ Print Name: _____

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

Next Level Supervisor (if applicable): Alma Camarena Print Name: Alma Camarena

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

Notice Before Collection Action

Received

AUG 23 2022



ides.illinois.gov

Human Resources

#BWNKMGV
#CNXX X145 X39X 6649#
COLLEGE OF DUPAGE
COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137-6708

Mail Date: 08/16/2022
Letter ID: CNXXX145X39X6649

Account ID: 0808655

We have not received all of your required payments

You must immediately pay the balance due of \$30,202.07.

This may be the only Notice we will send you before we take other collection action. Other collection action may include a lien against the real and personal property of the employer and a levy against the employer's bank account(s).

It is important that you respond to us immediately.

If you are under bankruptcy protection, this Notice is for information purposes only, and to advise you of a balance on your account or a missing report that must be filed.

If you have any questions about this Notice, please contact us. If you currently are making payments on a deferred payment agreement for this liability period, please disregard this Notice.

If you have any questions, please contact our office at the telephone number listed below or visit our website at ides.illinois.gov.

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
33 S STATE ST, 10TH FLOOR
CHICAGO, IL 60603-2802

Employer Hotline: (800) 247-4984
Fax: (217) 557-1948

Statement of Account



#BWNKMGV
#CNXX XX54 7835 X169#
COLLEGE OF DUPAGE
COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137-6708

Mail Date: 08/16/2022
Letter ID: CNXXXX547835X169

Account ID: 0808655

This statement reflects all activity as of 08/15/2022. Please submit payment using the payment instructions on the next page.

Balance if paid by 08/31/2022: \$30,202.07

Balance if paid by 09/30/2022: \$30,655.80

0808655 - COLLEGE OF DUPAGE

Period	Contribution	Penalty	Interest	Other	Payments/Credits	Balance
03/31/2022	\$5,979.50	\$0.00	\$121.91	\$0.00	(\$2,836.94)	\$3,264.47
06/30/2022	\$26,937.60	\$0.00	\$0.00	\$0.00	\$0.00	\$26,937.60
SubTotal:						\$30,202.07

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
33 S STATE ST, 10TH FLOOR
CHICAGO, IL 60603-2802

Employer Hotline: (800) 247-4984
Fax: (217) 557-1948

PAYMENT VOUCHER INSTRUCTIONS

Payment for Unemployment Insurance Taxes can be made in the following ways:

1. Online via MyTax Illinois Automatic Clearing House (ACH) Debit Payment:

- Go to **mytax.illinois.gov**. If you are a current MyTax Illinois user, select Login to MyTax Illinois and from your account (a) select Pay Outstanding Balance to make an account payment or (b) click into a specific period to make a period payment.
- If you are not a current MyTax Illinois user, select the Sign Up Now! option and follow the instructions to create a new account. It may take up to one business day before you can make a MyTax Illinois ACH Debit payment. If you have questions, please call (800) 247-4984.
- For additional information, go to **ides.illinois.gov** and click on the Employers tab.

2. Online Electronic Fund Transfer (EFT) via ACH Credit:

- EFT via ACH assures your payment will take only 24 hours to process and the funds will clear your bank account the next day.
- You must sign up to use this process and submit a form to your bank before the transfer can occur.
- Go to **ides.illinois.gov** and search for EFT Guide for more information.

3. Pay via regular check using payment voucher at the bottom of the form:

- Do not make any changes to the Payment Voucher.
- Make check payable to the Illinois Department of Employment Security.
- Enter the amount of your check in the AMOUNT PAID field.
- Do not staple.
- Write your UI Account Num on the memo line of the check.

(Rev 04/17)

*** PLEASE CUT ALONG DOTTED LINE & MAIL WITH YOUR CHECK ***

Letter ID: CNXXXX547835X169

Payment Voucher

See attached payment
options and instructions

ID	ID TYPE	VOUCHER TYPE	QUARTER	YEAR	CK
14527028887	01	01	0	00	2

AMOUNT DUE: \$ 30,202.07

AMOUNT PAID: \$

UI Account Num: 0808655

COLLEGE OF DUPAGE
COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137-6708

MAIL PAYMENT TO:

IL. DEPT. OF EMPLOYMENT SECURITY
P.O. BOX 19299
SPRINGFIELD, IL 62794-9300

1452702888701010002

"Fay, Marianne" <faym296@cod.edu>

IDES Check request and Invoice

"Fay, Marianne" <faym296@cod.edu>

Wed, Sep 7, 2022 at 09:15 PM GMT

CC:

BCC:

Good afternoon:

Please process for payment.

Thank you,

Marianne

Marianne Fay

Administrative Assistant V - Human Resources

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

630-942-4272 (phone)

2 attachments

IDES Check Request Sept 2022 with Invoice.pdf

image001.png