

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1085988  
Vendor Name: IACAC  
Invoice Number: FY23 Fair Regs.  
Invoice Date: 8/24/2022  
PO Number:  
Check Number: 0302352  
Check Amount: \$ 490.00  
Check Date: 09/13/2022  
Voucher Number: V0750481  
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: 8/24/2022 Vendor ID: 1085988 Vendor Name: IACAC  
 Payee Address: 225 Liskka Ln Oswego, IL 60543 Payment Due Date: 9/2/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
IRCF 8 24 22	01-30-00445-5501002	Conferences and Meetings	490.00
Total			\$ 490.00

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:

North Central - March 14  
 Hinsdale District 86 on March 16  
 Lyons Township on 4/12

Other Instructions:

Mailing address: One time a year to send check to IACAC c/o Erin Hoover 225 Liskka Ln. Oswego, IL 60543 for college fair registration.

The address on file for IACAC is still correct, PO Box 279 in Mount Prospect, IL 60056

### All requests will require the following approvals:

Requester: Lynda Nagle Digitally signed by Lynda Nagle  
Date: 2022.08.24 16:25:59 -05'00' Print Name: Lynda Nagle  
 Budget Officer: Justin Hardee Digitally signed by Justin Hardee  
Date: 2022.08.24 16:31:14 -05'00' Print Name: Justin Hardee

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.

Wednesday, August 24, 2022

## Registration for the Illinois Regional College Fairs

**Name** Lynda Nagle  
**Email** naglel@cod.edu  
**Phone Number** (630) 942-2441

**Organization** College of DuPage

**Organization Membership Status** At least one person from our organization is an IACAC member

**Organization Address** 425 Fawell Blvd.  
Glen Ellyn, IL, 60137

### Restrictions

Although IACAC welcomes for-profit institutions as members, many college fair coordinators do not permit for-profits to register for their programs. The following fairs do not allow for-profit institutions: Maine Township District 207, Parkland College, Danville Area Community College, Macomb Area, Greater McLean County, District 211, Five County at Southeastern Illinois College, St. Louis Metro East, Lewis University, Fox Valley, Niles Township District 219, Bradley University, Southern Illinois University Edwardsville, Barrington, District 214, Lyons Township High School, Glenbrook, Moraine Valley Community College

*If you are a for-profit/proprietary institution and a fair that you are interested in does not allow your institution type to register, you are welcome to contact fair coordinators directly to see if they will make an exception. Fair coordinator's information can be found on the [IACAC College Fair Calendar](#). If they accept your registration, you can contact Erin Hoover at [ehoover@iacac.org](mailto:ehoover@iacac.org) to register manually.*

**Registrations will ONLY be accepted from accredited, degree-granting, postsecondary institutions; vendors, military recruiters and ROTC officers cannot be accommodated.**

**Alumni representatives** are not permitted to attend the following programs:

District 211, Five County at Southeastern Illinois College, Lewis University, Fox Valley, District 214, Glenbrook, Moraine Valley Community College, Huntley High School

### Cancellation Policy

Should IACAC or the host site need to cancel their fair, a full refund will be provided. Should an individual need to cancel their registration, a swap for another fair may be made but no refunds will be given.

### Registration Certification

By proceeding with this registration, you are confirming that you have answered the above questions accurately and will only register for the fairs allowable per each site's rules. Should this form be falsely submitted, your registration will be canceled.

## IRCF Registration

## IRCF Registration

### NCC IRCF

Name of Person Attending NCC IRCF

Email of Person Attending NCC IRCF

### Hinsdale IRCF

Name of Person Attending Hinsdale  
IRCF

Email of Person Attending Hinsdale  
IRCF

### Lyons IRCF

Name of Person Attending Lyons IRCF

Email of Person Attending Lyons IRCF

---

Total Number of Fairs	3
Registration Fee	430
StriveScan Fee	60
Total Cost	490

---

### Payment Method

Mail Check

Wednesday, August 24, 2022

**From:** [Hardee, Justin](#)  
**To:** [Nagle, Lynda](#)  
**Subject:** RE: IACAC College Fair Registration Ongoing  
**Date:** Wednesday, August 24, 2022 10:22:32 AM

---

I approve

Regards,

-Justin Hardee  
Pronouns: He/Him/His  
Interim Manager for Admissions & Outreach and Campus Central  
[College of DuPage](#) | Student Services Center  
425 Fawell Blvd. | Glen Ellyn, IL 60137-6599  
O: 630-942-3977 | E: [hardeej@cod.edu](mailto:hardeej@cod.edu)

---

**From:** Nagle, Lynda <[naglel@cod.edu](mailto:naglel@cod.edu)>  
**Sent:** Wednesday, August 24, 2022 10:21 AM  
**To:** Hardee, Justin <[hardeej@cod.edu](mailto:hardeej@cod.edu)>  
**Subject:** FW: IACAC College Fair Registration Ongoing

Respectfully,

Lynda Nagle  
Administrative Assistant  
Office of Admissions and Outreach  
College of DuPage  
425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599  
Phone: 630.942.2441 | [naglel@cod.edu](mailto:naglel@cod.edu)



---

**From:** Nagle, Lynda <[naglel@cod.edu](mailto:naglel@cod.edu)>  
**Sent:** Wednesday, August 10, 2022 8:36 AM  
**To:** Hardee, Justin <[hardeej@cod.edu](mailto:hardeej@cod.edu)>  
**Subject:** IACAC College Fair Registration Ongoing

Hi Justin,

If you approve the registration for 3 Spring college fairs below, **please reply back, "I approve."**

North Central - March 14  
Hinsdale District 86 on March 16  
Lyons Township on 4/12

Addison is 4/20 – separate registration

Time of Fairs - All from 6-8.

StriveScan Included  
Thank you. Lynda

Respectfully,

Lynda Nagle  
Administrative Assistant  
Office of Admissions and Outreach  
College of DuPage  
425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599  
Phone: 630.942.2441 | [naglel@cod.edu](mailto:naglel@cod.edu)



---

**From:** Nagle, Lynda <[naglel@cod.edu](mailto:naglel@cod.edu)>  
**Sent:** Thursday, July 14, 2022 4:11 PM  
**To:** Hardee, Justin <[hardeej@cod.edu](mailto:hardeej@cod.edu)>  
**Subject:** FW: [External] College Fair Registration Ongoing

Hi Justin,

If helpful for this year, below represents fairs we have attended in the past and those dates for this year:

Spring IACAC College Fairs - Cost, 2-6 colleges is \$430. Plus \$20 fee Each, total of \$60.  
Total of \$490.

North Central - March 14,  
Hinsdale District 86 on March 16  
LT on 4/12  
Addison is 4/20

Time of Fairs - All from 6-8.

StriveScan Included

Respectfully,

Lynda Nagle  
Administrative Assistant  
Office of Admissions and Outreach  
College of DuPage  
425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599  
Phone: 630.942.2441 | [naglel@cod.edu](mailto:naglel@cod.edu)



"Nagle, Lynda" <naglel@cod.edu>

---

**IACAC College Fair Registration - Spring 2023**

---

"Nagle, Lynda" <naglel@cod.edu>

Thu, Aug 25, 2022 at 12:27 PM GMT

CC:

BCC:

Good morning, Colleagues!

Thank you for all your efforts throughout the year, assisting us with our requests.

I think the attached Check Request and supporting documents are in order to pay for our IACAC College Fair registrations.

If not, please let me know. Thank you. Lynda

Respectfully,

Lynda Nagle

Administrative Assistant

Office of Admissions and Outreach

College of DuPage

425 Fawell Blvd.SSC 2207 Glen Ellyn, IL 60137-6599

Phone: 630.942.2441 [naglel@cod.edu](mailto:naglel@cod.edu)



---

**2 attachments**

image001.jpg

IACAC College Fair Registration Spring 2023.pdf