

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086142

Vendor Name: ICCET

Invoice Number: 2022-101

Invoice Date: 8/18/2022

PO Number:

Check Number: 0302353

Check Amount: \$ 225.00

Check Date: 09/13/2022

Voucher Number: V0750344

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: 8/18/2022 Vendor ID: 1086142 Vendor Name: ICCET
Payee Address: ICCET Treasurer, College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137 Payment Due Date: 9/2/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
2022-101	01-20-14225-5406002	Continuing Education ED fund : Dues	225.00
Total			\$ 225.00

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:

2022/2023 Membership Dues- Institutional Membership 11 members

Other Instructions:

Checks should be made payable to: ICCET - Please include membership form
Mail to: Jennifer Walsh, ICCET Treasurer- College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137

All requests will require the following approvals:

Requester: Ashley McLaughlin Digitally signed by Ashley McLaughlin
Date: 2022.08.18 15:31:17 -0500 Print Name: Ashley McLaughlin
Budget Officer: Daniel Deasy Digitally signed by Daniel Deasy
Date: 2022.08.18 16:22:05 -0500 Print Name: Daniel Deasy

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.

"McLaughlin, Ashley" <mclaughl@cod.edu>

ICCET Membership Invoice and Check Request

"McLaughlin, Ashley" <mclaughl@cod.edu>

Thu, Aug 18, 2022 at 09:52 PM GMT

CC: Walsh, Jenifer <walshj103@cod.edu>

BCC:

Hi there,

Can I please have this invoice for the ICCET membership paid- Attached is the check request, membership form and invoice.

Vendor: 1086142

GL: 01-20-14225-5406002

Thank you so much!

Ashley

Ashley McLaughlin

Systems Coordinator

College of DuPage Continuing Education

Adult Basic Education/High School Equivalency/ English Language Acquisition

(630) 942-2209 | mclaughl@cod.edu | www.cod.edu/academics/conted/basic/

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3 attachments

ICCET Renewal 2022 (004).pdf

Check Request Form-ICCET.pdf

COD Invoice 2022-23 membership.pdf



Invoice
2022-101

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Invoice

2022/2023 Membership Dues	
--- Institutional Membership 11 members	\$ 225.00
Total Due	\$225.00

Checks should be made payable to:

ICCET

Mail to:
Jenifer Walsh
ICCET Treasurer
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

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ICCET Membership Form 2022 - 2023

Please send completed form along with a check

made payable to ICCET

mail to: Jenifer Walsh, ICCET Treasurer

College of DuPage

Continuing Education

425 Fawell Blvd.

Glen Ellyn, IL 60137

Membership Deadline: September 2, 2022

INSTITUTION: College of DuPage

Select one of the following options:

☐ ICCET Individual Membership @ \$30 per person

☒ ICCET Institutional Membership @ \$100 (Up to 6 members. \$25 per additional member.)

***10 members for a total of \$200 (\$100 for 6, and \$100 for 4 additional)**

INSTITUTIONAL REPRESENTATIVE

Name/Title: Debra Hasse

Address: 425 Fawell Blvd

City/State/Zip Code: Glen Ellyn, IL 60137

Phone Number: 630-942-2679

Extension: _____

Email: hassed@cod.edu

☐ New ICCET Member

☒ Renewing ICCET Member

ADDITIONAL MEMBERS

Name/Title: Jenifer Walsh

Address: 425 Fawell Blvd

City/State/Zip Code: Glen Ellyn, IL 60137

Phone Number: 630-942-3045

Extension: _____

Email: walshj103@cod.edu

☐ New ICCET Member

☒ Renewing ICCET Member

Name/Title: Amanda Skarosi

Address: 425 Fawell Blvd

City/State/Zip Code: Glen Ellyn, IL 60137

Phone Number: 630-942-2524

Extension: _____

Email: skarosia@cod.edu

☐ New ICCET Member

☒ Renewing ICCET Member

Name/Title: Lori Garcia
Address: 425 Fawell Blvd
City/State/Zip Code: Glen Ellyn, IL 60137
Phone Number: 630-942-2412 **Extension:**
Email: gachel@cod.edu
☐ New ICCET Member ☒ Renewing ICCET Member

Name/Title: Erin Diedrick
Address: 425 Fawell Blvd
City/State/Zip Code: Glen Ellyn, IL 60137
Phone Number: 630-942-2061 **Extension:**
Email: diedricke@cod.edu
☒ New ICCET Member ☐ Renewing ICCET Member

Name/Title: Stephanie Abrassart (formerly Penev)
Address: 425 Fawell Blvd
City/State/Zip Code: Glen Ellyn, IL 60137
Phone Number: 630-942-2067 **Extension:**
Email: penevs@cod.edu
☐ New ICCET Member ☒ Renewing ICCET Member

Name/Title: Julie Konczyk
Address: 425 Fawell Blvd
City/State/Zip Code: Glen Ellyn, IL 60137
Phone Number: 630-942-2207 **Extension:**
Email: konczyk@cod.edu
☐ New ICCET Member ☒ Renewing ICCET Member

Name/Title: Jennifer Lange
Address: 425 Fawell Blvd
City/State/Zip Code: Glen Ellyn, IL 60137
Phone Number: 630-942-2769 **Extension:**
Email: langej89@cod.edu
☐ New ICCET Member ☒ Renewing ICCET Member

Name/Title: Brenda Large
Address: 425 Fawell Blvd
City/State/Zip Code: Glen Ellyn, IL 60137
Phone Number: 630-942-3076 **Extension:**
Email: largeb@cod.edu
☐ New ICCET Member ☒ Renewing ICCET Member

Name/Title: Tracy Kline
Address: 425 Fawell Blvd.
City/State/Zip Code: Glen Ellyn, IL 60137
Phone Number: 630-942-3779 **Extension:** _____
Email: klinet940@cod.edu
☐ New ICCET Member ☒ Renewing ICCET Member

Name/Title: Rachel Schmitz
Address: 425 Fawell Blvd
City/State/Zip Code: Glen Ellyn, IL 60137
Phone Number: 630-942- 3818 **Extension:** _____
Email: schmitzr141@cod.edu
☒ New ICCET Member ☐ Renewing ICCET Member

Name/Title: _____
Address: _____
City/State/Zip Code: _____
Phone Number: _____ **Extension:** _____
Email: _____
☐ New ICCET Member ☐ Renewing ICCET Member

Name/Title: _____
Address: _____
City/State/Zip Code: _____
Phone Number: _____ **Extension:** _____
Email: _____
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