

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1366322  
Vendor Name: Central Michigan University  
Invoice Number: 2201GL,22011G2  
Invoice Date: 9/23/2022  
PO Number:  
Check Number: E0091636  
Check Amount: \$ 4,122.95  
Check Date: 09/28/2022  
Voucher Number: V0757717  
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: Sept. 23, 2022 Vendor ID: 1366322 Vendor Name: Central Michigan University

Payee Address: University Billing Office BOVEE UC 119 Mt. Pleasant, MI 48859 Payment Due Date: Sept. 30, 2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
22011g1	05-60-00661-5503006	Out-of-State Travel Costs	1,182.95
22011g2	05-60-00661-5503006	Out-of-State Travel Costs	2,940.00
<b>Total</b>			<b>\$ 4,122.95</b>

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:

Animal Research in the Field - Jim Ludden

Other Instructions:

Please send the check to the address in the field above.

### All requests will require the following approvals:

Requester: Maren McKellin Digitally signed by Maren McKellin  
Date: 2022.09.23 07:36:28 -05'00' Print Name: Maren McKellin

Budget Officer: Maren McKellin Digitally signed by Maren McKellin  
Date: 2022.09.23 07:36:42 -05'00' Print Name: Maren McKellin

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)**



cmubs@cmich.edu  
989-774-1870

## INVOICE

Invoice/Event Reference#	22011g1
Invoice Date:	9/22/2022
External AR #:	3002002329
Internal Cost Center/Student ID	N/A
GL#:	N/A
Internal Order #:	N/A

**Invoice Attn:** Jim Ludden, Maren McKellin  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL. 60137

**Invoice For:** College of Dupage Instructors  
**Arrival Date:** \*5/23/22  
**Departure Date:** \*5/28/22

Item	Unit Price	Unit Term	Quantity	Total
<b>ROOM and BOARD:</b>				
			# Nights	# People
Dorms	\$49.00	/Night		\$
Campground Cabins	\$49.00	/Night		\$
Campsite	\$44.00	/Night		\$
Staff Unit	\$70.00	/Night		\$
Faculty Unit	\$70.00	/Night	10	2
- Dependents 5-12yrs	\$0.00	/Night		\$
- Dependents 13 or older	\$0.00	/Night		\$

### SPECIAL SERVICE FEES:

Lab/Classroom Fee	\$100.00	per Day	4	\$	\$400.00
Bench Fee		per Day		\$	
Auditorium Rental		per Hour		\$	
CMUBS Visiting Group Tour Charge		per Day		\$	
Cafeteria Use for Groups (outside of n		per Day		\$	
Vehicle Use	\$1.35	per mile	17	\$	\$22.95
Vessel Use*				\$	
- Full-Day Use Fee	\$60	per day	1	\$	\$60.00
- Half-Day Use Fee		per half-day		\$	
- Pilot Fee		per hour		\$	
- Crew Fee		per hour		\$	
- Fuel Charge		per gallon		\$	

### TOTAL USER EXPENSES

\* Vessel Use Fees\* may vary based on the size of vessel used

Terms: Strictly 30 days	Total Room and Board Cost	\$ \$700.00
REMIT PAYMENT TO:	Total Special Service Fees	\$ \$482.95
CENTRAL MICHIGAN UNIVERSITY	<b>TOTAL:</b>	<b>\$1,182.95</b>

UNIVERSITY BILLING OFFICE, BOVEE UC 119  
MT. PLEASANT, MICHIGAN 48859

PAY ONLINE AT: <https://netconnect.cmich.edu/AuthorizedPayers>

For questions related to CMUBS billing, please contact:

John Gordon Station Manager, Central Michigan University Biological Station  
ET 200, Mt. Pleasant, MI 48859 ~ (989) 774-4400 ~ gordo2jj@cmich.edu



cmubs@cmich.edu  
989-774-1870

## INVOICE

Invoice/Event Reference#	22011g2
Invoice Date:	9/22/2022
External AR #:	3002002329
Internal Cost Center/Student ID	N/A
GL#:	N/A
Internal Order #:	N/A

**Invoice Attn:** Jim Ludden, Maren McKeliin  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL. 60137

**Invoice For:** College of Dupage Students  
**Arrival Date:** \*5/23/22  
**Departure Date:** \*5/28/22

Item	Unit Price	Unit Term	Quantity	Total
<b>ROOM and BOARD:</b>				
			<b># Nights</b>	<b># People</b>
Dorms	\$49.00	/Night	60	12
Campground Cabins	\$49.00	/Night		
Campsite	\$44.00	/Night		
Staff Unit	\$70.00	/Night		
Faculty Unit	\$70.00	/Night		
- Dependents 5-12yrs	\$0.00	/Night		
- Dependents 13 or older	\$0.00	/Night		

### SPECIAL SERVICE FEES:

Lab/Classroom Fee		per Day		\$
Bench Fee		per Day		\$
Auditorium Rental		per Hour		\$
CMUBS Visiting Group Tour Charge		per Day		\$
Cafeteria Use for Groups (outside of n		per Day		\$
Vehicle Use	\$1.10	per mile		\$
Vessel Use*				\$
- Full-Day Use Fee		per day		\$
- Half-Day Use Fee		per half-day		\$
- Pilot Fee		per hour		\$
- Crew Fee		per hour		\$
- Fuel Charge		per gallon		\$

### TOTAL USER EXPENSES

\* Vessel Use Fees\* may vary based on the size of vessel used

Terms: Strictly 30 days	Total Room and Board Cost	\$ \$2,940.00
REMIT PAYMENT TO:	Total Special Service Fees	\$ \$0.00
CENTRAL MICHIGAN UNIVERSITY	<b>TOTAL:</b>	<b>\$2,940.00</b>

UNIVERSITY BILLING OFFICE, BOVEE UC 119  
MT. PLEASANT, MICHIGAN 48859

PAY ONLINE AT: <https://netconnect.cmich.edu/AuthorizedPayers>

For questions related to CMUBS billing, please contact:

John Gordon Station Manager, Central Michigan University Biological Station  
ET 200, Mt. Pleasant, MI 48859 ~ (989) 774-4400 ~ gordo2jj@cmich.edu

"McKellin, Maren" <mckellin@cod.edu>

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**Invoice: Central Michigan University**

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"McKellin, Maren" <mckellin@cod.edu>

Fri, Sep 23, 2022 at 12:38 PM GMT

CC:

BCC:

Please see the Check Request attached.

Thanks,

Maren McKellin

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**1 attachment**

Check Request - CMU.pdf