

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085713
Vendor Name: Honors Council of the IL Region
Invoice Number: 022423
Invoice Date: 2/16/2023
PO Number:
Check Number: 0310245
Check Amount: \$ 50.00
Check Date: 03/14/2023
Voucher Number: V0774342
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: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

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.

"Zerrudo, Marivic" <zerrudom@cod.edu>

FW: HCIR Check Request 2/17/23

"Zerrudo, Marivic" <zerrudom@cod.edu>

Mon, Feb 20, 2023 at 04:28 PM UTC

CC:

BCC:

From: Accounts Payable <acctpays@cod.edu>
Sent: Monday, February 20, 2023 10:27 AM
To: Zerrudo, Marivic <zerrudom@cod.edu>
Subject: FW: HCIR Check Request 2/17/23

Sent to invboicing

From: Bures, Tina <buresk156@cod.edu>
Sent: Friday, February 17, 2023 1:43 PM
To: Accounts Payable <acctpays@cod.edu>
Subject: HCIR Check Request 2/17/23

Hello,

Please process the attached check request for two students to attend the HCIR Student Symposium.

Thank you,

Tina Bures

Administrative Assistant to Dr. Jorge Nieto

Associate VP – Academic Affairs

buressk156@cod.edu

3 attachments

image001.jpg

HCIR Student Attendee Check Request Form 2_15_23_signedJN.pdf

From: [Google Forms](#)
To: [Bures, Tina](#)
Subject: [External] 2023 HCIR Student Symposium Registration
Date: Friday, February 17, 2023 1:38:56 PM

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.



Thanks for filling out 2023 HCIR Student Symposium Registration

Here's what was received.

Edit response

2023 HCIR Student Symposium Registration

Registration fees are \$50 for up to five students, and then \$10 each beyond the first five.

We are unable to accept digital payments at this time. Please bring a check written out to HCIR.

While Lewis and Clark Community College will try to accommodate dietary restrictions and any other requested accommodations, we cannot guarantee that we can grant all requests. Please reach out to the Honors College director, Jen Cline @ jacline@lc.edu if you have additional concerns.

Email *

buresk156@cod.edu

School Name *

College of DuPage

Number of student attendees *

1

Names of student attendees: *

Ethan

Honors Coordinator/Director Name (if not attending, please put N/A) *

Nievera

Additional attending faculty/administration names:

Lisa Higgins

Will your group attend the Lewis and Clark to Lewis and Clark History Event on Friday, 2/24 from 2-5 p.m.? Any transportation plus cookies and coffee will be provided!

*

☐ Yes

☒ No

☐ Maybe

Will your group attend the Nerdy Trivia Night on Friday, 2/24 from 6-8:30 p.m.? Pizza and drinks! *

☒ Yes

☐ No

☐ Maybe

Please list any dietary restrictions:

None

Any other accommodation requests?

None

[Create your own Google Form](#)

[Report Abuse](#)

From: [Sekerka, Joyce](#)
To: [Bures, Tina](#)
Subject: RE: Student Symposium Registration
Date: Thursday, February 16, 2023 11:05:28 AM
Attachments: [image005.png](#)
[image006.png](#)

Hi Tina,

We would need a Check Request and the below attached so that we can issue a check. However, I don't see HCIR as a current vendor, so you would need to work with Purchasing and the vendor to get them set-up in our system so a check could be issued.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



From: Bures, Tina <buresk156@cod.edu>
Sent: Thursday, February 16, 2023 10:07 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: Student Symposium Registration

Hi Joyce,

Our Honors program is taking a student to the HCIR Student Symposium in a couple weeks and they told me yesterday that they need a check for registration, as the organization does not accept digital/electronic payments. I see the next day for cutting checks is tomorrow; though, I realize we may be too late to get one for this event.

I'm wondering, also, the best way to go about getting the check. I was going to submit a check request form, but I do not have an invoice or a contract. The only registration documentation is below – it was done through a Google Form. Then I thought of entering it into ESM Purchase, but I wasn't sure that a PO was the best route, either.

Could you please advise on how I should proceed?

Thank you!





Tina Bures

Administrative Assistant to Dr. Jorge Nieto

Associate VP – Academic Affairs

buressk156@cod.edu



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