

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1517053

Vendor Name: Illinois Government Finance Officers As

Invoice Number: 02162023

Invoice Date: 2/16/2023

PO Number:

Check Number: 0310250

Check Amount: \$ 150.00

Check Date: 03/14/2023

Voucher Number: V0774578

Document Type: AP Invoice

Document Below

Professional Development Request for Administrators

This form must be signed and approved **before** enrolling in courses, workshops, seminars or submitting requests for professional dues or periodical subscriptions. **Requests submitted without prior approval are not eligible for reimbursement or course credit.** Please refer to the "Concur Professional Development Procedure" in the Forms Library to complete your request/expense.

Employee Name: Brian Caputo Colleague ID#: 1514652

Department: Office of the President Extension: 2200 Date: 02/13/23

☐ REIMBURSEMENT REQUEST or ☒ PRE-PAYMENT REQUEST†

- | | | | |
|--|--|---|----------------------------------|
| <input type="checkbox"/> Course/ Workshop/Conference | <input checked="" type="checkbox"/> Dues/Subscriptions | <input type="checkbox"/> Work Related Books | <input type="checkbox"/> Travel* |
| <input type="checkbox"/> COD Health Club | <input type="checkbox"/> COD non-credit classes including wellness/fitness classes | | |
| <input type="checkbox"/> **Non-COD Health Club | <input type="checkbox"/> **Non-COD Fitness/Wellness Classes | | |

**These are taxable to the employee

Title/Sponsor: Illinois Government Finance Officers Association

Date of Event: 02/13/23 Tuition, Registration, Dues, Subscription Fee: \$ 150.00

Is this job related: ☒ Yes ☐ No Travel: \$ _____

☐ Approved ☐ Not Approved: Mamee Denise Date: 2/14/23
API/APS Signature

*Effective August 2012, up to \$600.00 per year (of the \$1850.00) may be used for pre-approved travel related expenses in accordance with College Travel Policies.

†When requesting a pre-payment, attach a registration form or invoice to this form. If using Concur, please contact Accounts Payable for payment. If I receive an advance, I understand I must produce evidence of satisfactory completion of the course or seminar within 60 days. Failure to do this will result in the cost of the course or seminar being deducted from my paycheck. _____ (Initial here)

**Return this signed form along with attachments showing proof of payment
and/or proof of satisfactory completion to Human Resources.**

HR USE ONLY

Amount of reimbursement: \$ _____ Date request sent to Accounts Payable: _____

Date request approved: _____ Date expense approved: _____

HR Approval: _____ Account #01-90-00835-52090-15: Administrator Tuition
Account #01-90-00835-52090-20: Administrator Dues

Professional Development and Renewal Fund Request Procedure

*For any reimbursement requiring payment for travel expenses, employee **MUST** use Concur. If no travel reimbursement is requested, employee may send the paper form to Human Resources for manual processing.*

1. Complete the information requested on the form and have it signed by your supervisor and department authorized budget signatory.
2. Submit a request in Concur, attaching your approved Professional Development form and allocating the expenses to the appropriate funding source. (For professional development, use department 00835, function 90). *When completing your header in Concur, be sure to choose "Request Type 2" to ensure proper routing.*
3. Once approval process is complete, employee may register for the class/conference/seminar.
4. Upon completion, submit an expense report through Concur, attaching approved Professional Development form, proof of payment and proof of attendance. Allocate expenses to the appropriate funding source. *Again, be sure you choose "Report Type 2" in your header to ensure proper routing.*

For Pre-Payments:

1. Complete the information requested on the form, check the appropriate box indicating you are requesting a pre-payment, and initial the statement that is in italics underneath. Submit the request in Concur, attaching the form and invoice, and allocating the expenses to the appropriate funding source.
2. Once the approval process is complete, contact Accounts Payable to make the payment. **Please note: Concur will NOT automatically make the payment — you must contact A/P to do that.**
3. Within 60 days of completion, put through an expense report in Concur, attaching Professional Development Form, proof of payment (indicating that it was "company paid") and proof of attendance. Human Resources will authorize deductions of pre-payments from payroll if evidence of completion is not submitted within 60 days.

*For pre-payments not using Concur, a check will be made payable to the sponsor/organization and will be returned to the employee.



**Illinois
Government
Finance
Officers
Association**

Learning • Connecting • Progressing

Brian W. Caputo
College of DuPage

Payment Invoice

Summary of Charges Due

| Description | Amount |
|--|-----------------|
| 2023 Membership renewal - Brian Caputo | \$150.00 |
| Total Amount Due | \$150.00 |

REMIT TO: Illinois Government Finance Officers Association
800 Roosevelt Road, Building C, Suite 312
Glen Ellyn, IL 60137
630.942.6587
info@igfoa.org

Make check payable to the Illinois Government Finance Officers Association. To ensure your payment is properly credited, please return a copy of this invoice with your payment. For payment by credit card, please login to your account at igfoa.org/login. If you have any questions concerning this invoice, email info@igfoa.org or call 630.942.6587.

Thank you for your continued support of the Illinois GFOA

"Cassel, Adrienne" <cassel@cod.edu>

PD form - B. Caputo

"Cassel, Adrienne" <cassel@cod.edu>

Wed, Feb 22, 2023 at 03:37 PM UTC

CC: Frye, Tracey <fryetr@cod.edu>

BCC:

Please process.

Adrienne Cassel

Human Resources, Compensation Specialist

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

1 attachment

PD Caputo, Brian.pdf