

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188209
Vendor Name: College of Dupage Foundation
Invoice Number: 03202023
Invoice Date: 3/20/2023
PO Number:
Check Number: 0310598
Check Amount: \$ 164,380.00
Check Date: 03/30/2023
Voucher Number: V0779885
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

COLLEGE OF DUPAGE

** All values are subject to verification and adjustments. **

J.P.Morgan

Balance and Transaction Report - Summary and Detail

Transaction Date: 03/16/2023

Includes Credits and Debits for:

All Transaction Types

Exact Amount:

164,380.000

Report Settings:

Only Include Accounts with Activity,
Include Multi-Byte and Accented
Characters,

Account Name: COD CONCENTRATION

Account Number: 938613791

Currency: USD - US DOLLAR

Bank: 07100001 - JPMorgan Chase Bank, N.A. (IL)

Last Updated:

03/17/2023

03:41 AM EDT

SUMMARY	Ledger	Same Day	Next Day	2 Or More Days
Opening	13,788,249.69	13,788,249.69	0.00	0.00
Credits: (6)	235,875.71	233,226.84	2,648.87	0.00
Debits: (2)	27,524.14	27,524.14	0.00	0.00
Closing	13,996,601.26	13,993,952.39	2,648.87	0.00

SUMMARY OF OTHER BALANCES

AVG CLOSING AVL BAL PREV MNTH	13,657,693.73
AVG CLOSING AVAILABLE BAL MTD	12,236,556.06
AVG CLOSING AVAILABLE BAL YTD	14,753,101.45
TOTAL FLOAT	2,648.87
AGGREGATE FLOAT ADJUSTMENT	0.00
CLOSING BALANCE - 3+ DAYS FLT	0.00
OPENING ON 03/17/2023	13,996,601.26
TOTAL ACH CREDIT	173,607.10
TOTAL OTHER CHECK DEPOSITS	7,848.02
TOTAL ZERO BAL ACCNT CREDITS	54,420.59
TOTAL ZERO BAL ACCOUNT DEBITS	27,524.14

Credits

Tran. Date	Description	Customer Ref.	Bank Ref.	Credit Amount	Report Time (ET)
03/16/2023	EFT CREDIT	061000104	0756923323TC	164,380.00	04:32 AM
03/16/2023					

ORIG CO NAME: UT BATTELLE LLC
 ORIG ID: 1621788235
 DESC DATE: 230316
 ENTRY DESCR: MISC
 ENTRY CLASS: CTX
 TRACE NO: 053101126923323
 ENTRY DATE: 230316
 IND ID NO: 061000104
 IND NAME: 0007COMMUNITY COLLEG
 COMPANY DATA: ORNL
 ORIG BANK: BRANCH BANKING and TRUST
 Addenda: ISA*00* *00* *ZZ*UT BATTELLE *ZZ*SUNTRUST BANKS *230315*082
 9*U*00401*000000001*0*P*>\GS*RA*SUNTRUST*230315*20230315*082917*1*X*004010\ST*82
 0*006031713\BPR*C*164380*C*ACH*CTX*01*061000104*DA*3100000912*1621788235*01*071
 000013*DA*938613791*20230315\REF*VR*4000764987\N1*PE*COMMUNITY COLLEGE DISTRICT
 502\N1*PR*UT-BATTELLE A\PIENT*1\RM*ZZ*4000205693**164380\NTE*ZZ*006776160
 164380.00 0.00 164380.00 H\DTM*600*20230315\SE*10*006031713\GE*1*1\EA*1
 *000000001\

College of DuPage
Location: MAIN
Glen Ellyn, IL

Receipt: 002155163

Date of Receipt: 03/20/23

Cashier ID:

Received From:
UT-Battelle, LLC

Payment For:
UT-Battelle, LLC
2023SP 164,380.00

MWIR 0756923323TC 164,380.00

Total: 164,380.00

Signature X _____

(Customer Copy)

College of DuPage
Location: MAIN
Glen Ellyn, IL

Receipt: 002155163

Date of Receipt: 03/20/23

Cashier ID: RESNICKM

Received From:
UT-Battelle, LLC

Payment For:
UT-Battelle, LLC
2023SP 164,380.00

MWIR 0756923323TC 164,380.00

Total: 164,380.00

Signature X _____

(Office Copy)

Hall, Shameica

From: Virgilio, David
Sent: Monday, March 20, 2023 3:41 PM
To: Hall, Shameica; Vosicky, Judith
Subject: RE: ORNL transaction

Thx!

David P. Virgilio, CPA

Controller – Financial Affairs

College of DuPage – Glen Ellyn, IL

phone (630) 942-3028 – fax (630) 942-2297

Spring 2023: M/T: Remote | W/Th/F: On Campus

Check out the Financial Affairs Team Site [Here](#)

From: Hall, Shameica <halls115@cod.edu>
Sent: Monday, March 20, 2023 3:40 PM
To: Virgilio, David <virgiliod@cod.edu>; Vosicky, Judith <vosicky@cod.edu>
Subject: RE: ORNL transaction

Hi Dave,

I will get the check request prepared.

Best Regards,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

From: Virgilio, David <virgiliod@cod.edu>
Sent: Monday, March 20, 2023 3:02 PM
To: Vosicky, Judith <vosicky@cod.edu>
Cc: Hall, Shameica <halls115@cod.edu>
Subject: RE: ORNL transaction

Hi Judy & Shameica, Michelle just informed us that these funds were received. I am going to let Walter Johnson know that we will soon be completing the check request on our end. Please let me know if you have any issues or questions on that process.

Thx!

David P. Virgilio, CPA

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Spring 2023: M/T: Remote | W/Th/F: On Campus

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From: Vosicky, Judith <vosicky@cod.edu>

Sent: Tuesday, February 14, 2023 10:33 AM

To: Virgilio, David <virgilio@cod.edu>

Cc: Hall, Shameica <halls115@cod.edu>

Subject: FW: ORNL transaction

Hi Dave – FYI invoice is created and emailed.

Shameica – Michelle will let you know once we receive the \$164,380. It will be recorded to 01-00-00000-2300005 and then you can fill out the check request to cut a check to the Foundation. (Similar to when you do the check request to transfer Pepsi funds to the Foundation.)

From: Resnick, Michelle <resnickm@cod.edu>

Sent: Tuesday, February 14, 2023 10:19 AM

To: Vosicky, Judith <vosicky@cod.edu>

Subject: RE: ORNL transaction

Judy,

The invoice has been created and emailed. I will let Shameica know when we receive payment.

Please let me know if you have any questions.

Thank you.

Michelle Resnick

Manager of Accounts Receivable

College of DuPage

Remote: M/Tu/Th; Office: W/F

From: Vosicky, Judith <vosicky@cod.edu>

Sent: Monday, February 13, 2023 3:08 PM

To: Resnick, Michelle <resnickm@cod.edu>

Subject: FW: ORNL transaction

Hi Michelle – Remember our ORNL meeting last week with John M. and Rebecca? Well I met with Dave and Maki today and since the Purchase Order is in the name of Community College Dist. 502 the College will need to do the invoicing and not the Foundation. Dave had originally thought these funds would need to run through our Grant area, but per Maki's email below this is not the case. He also does not want CE to do the request for invoice and asked me to work with you to have your area put in the invoice.

Per Dave and John M. it is ok to just reference the PO number and state the research project has been completed in the request for invoice. Who we invoice and how is found in the attached documents along with the PO number and

amount of invoice. Please use the account number 01-00-00000-2300005 which is deposits due to Foundation. After we receive this check, I will have Shameica fill out our check request to cut a check to the Foundation.

Do you want to zoom to discuss or are you on campus tomorrow?

Thanks for your help in this matter,

Judy Vosicky
College of DuPage, Accounting Supervisor
425 Fawell Blvd.
Glen Ellyn, Illinois 60137-6599
630-942-2222
vosicky@cod.edu



From: Vosicky, Judith
Sent: Monday, February 13, 2023 2:32 PM
To: Virgilio, David <virgiliod@cod.edu>; Jursinic, Maki <jursinicm@cod.edu>
Subject: RE: ORNL transaction

Yes I will work with Michelle for the request for invoice.

From: Virgilio, David <virgiliod@cod.edu>
Sent: Monday, February 13, 2023 2:10 PM
To: Vosicky, Judith <vosicky@cod.edu>; Jursinic, Maki <jursinicm@cod.edu>
Subject: RE: ORNL transaction

That honestly sounds like it might be the cleanest route to take. We were initially thinking F06 because of the funds ORNL were using coming from the government, but for us to treat it as a grant maybe wouldn't make as much sense. I would be fine sending them an invoice and coding it to the due to foundation account. And then hitting that account with a check request once the funds arrive.

Judy, would you be able to work on that with Michelle this week?

I sent an email to John Mondelli today and he agreed that on the invoice all we need to indicate is that the research project has been completed.

Also, Joe Cassidy and Walter Johnson agreed to have a meeting with Karen Kuhn to cover the details of how the Foundation will handle the funds.

Thx!

David P. Virgilio, CPA
Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone (630) 942-3028 – fax (630) 942-2297
Spring 2023: M/T: Remote | W/Th/F: On Campus

Check out the Financial Affairs Team Site [Here](#)

From: Vosicky, Judith <vosicky@cod.edu>
Sent: Monday, February 13, 2023 1:42 PM
To: Jursinic, Maki <jursinicm@cod.edu>; Virgilio, David <virgiliod@cod.edu>
Subject: RE: ORNL transaction

Dave – If you decide this can go in the Ed Fund, you can have Michelle use account number to 01-00-00000-2300005 – Deposit due to Foundation. We can then have Shameica fill out the Check Request to cut the Foundation, since she is taking back the 230 non-payroll rec.

From: Jursinic, Maki <jursinicm@cod.edu>
Sent: Monday, February 13, 2023 1:22 PM
To: Virgilio, David <virgiliod@cod.edu>; Vosicky, Judith <vosicky@cod.edu>
Subject: ORNL transaction

Dave and Judy,

The more I read the document, the more I think this is not a grant.

- They used a “subcontractor” in the MOU instead of a “sub-recipient” to refer to COD. Sorry I misread it initially and told you guys that the MOU says “sub-recipient”.
- There is no CFDA number in the MOU or any other document.
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These make me think we are a subcontractor instead of a sub-recipient; therefore it is not a restricted fund.

I have paperwork ready to set up the department in Colleague. If we decide to go with a grant, I can still move forward with it but I just wanted to circle back to you as part of my due diligence. I am open for what you two think we should do. Until I hear back from you two I will hold off routing the paperwork.

Thanks!

Maki Jursinic, CPA
Accounting Supervisor
College of DuPage
425 Fawell Blvd. Glen Ellyn, IL 60137-6599
Phone: 630-942-3156
Fax: 630-942-2297
jursinicm@cod.edu

"Hall, Shameica" <halls115@cod.edu>

FW: ORNL transaction

"Hall, Shameica" <halls115@cod.edu>

Tue, Mar 21, 2023 at 02:54 PM UTC

CC:

BCC:

Hello,

Please process the attached check request for payment at your earliest convenience.

Best Regards,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

From: Roberts, Ellen <roberts@cod.edu>

Sent: Tuesday, March 21, 2023 9:00 AM

To: Virgilio, David <virgiliod@cod.edu>; Hall, Shameica <halls115@cod.edu>

Cc: Vosicky, Judith <vosicky@cod.edu>

Subject: RE: ORNL transaction

Good morning!

Attached please find the signed request form. Were the Facilities costs, some of which I believe we contracted for, covered by this payment?

Thanks very much,

Ellen

Ellen M. Roberts

Vice President, Administrative Affairs

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

roberts@cod.edu

630-942-2218

From: Virgilio, David <virgiliiod@cod.edu>

Sent: Tuesday, March 21, 2023 8:55 AM

To: Hall, Shameica <halls115@cod.edu>; Roberts, Ellen <roberts@cod.edu>

Cc: Vosicky, Judith <vosicky@cod.edu>

Subject: RE: ORNL transaction

Thanks Shameica!

Good morning, Ellen, we received the \$164k for the Oak Ridge Lab project and the plan is to pass the funds immediately through to the Foundation. If you have a chance, we've prepared this check request to complete the transaction. Please sign as Cabinet officer when you have a chance,

Please let me know if you have any questions,

Thx!

David P. Virgilio, CPA

Controller – Financial Affairs

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Spring 2023: M/T: Remote | W/Th/F: On Campus

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From: Hall, Shameica <halls115@cod.edu>

Sent: Monday, March 20, 2023 5:09 PM

To: Virgilio, David <virgiliod@cod.edu>

Cc: Vosicky, Judith <vosicky@cod.edu>

Subject: RE: ORNL transaction

Hi Dave,

Please review/approve the attached check request for the Foundation.

Best Regards,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd I SRC 2130 I Glen Ellyn, IL 60137-6599 I USA

Phone 630.942.2678 I Fax 630.942.2297 I halls115@cod.edu

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Sent: Monday, March 20, 2023 3:41 PM

To: Hall, Shameica <halls115@cod.edu>; Vosicky, Judith <vosicky@cod.edu>

Subject: RE: ORNL transaction

Thx!

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College of DuPage

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Glen Ellyn, Illinois 60137-6599

630-942-2222

vosicky@cod.edu

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Maki Jursinic, CPA

Accounting Supervisor

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137-6599

Phone: 630-942-3156

Fax: 630-942-2297

jursinicm@cod.edu

2 attachments

SH 3-20-23 Check Request-Foundation ORNL Funds.pdf

image001.jpg