

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1763602

**Vendor Name:** Finger Lakes Community College Association Inc

**Check Details:**

**Check Number:** 0337556

**Check Amount:** \$ 120.00

**Check Date:** 3/26/2025

**Invoice Details:**

**Invoice Number:** 3102025

**Invoice Date:** 3/19/2025

**PO Number:** NULL

**Voucher Number:** V0878547

**Document Type:** AP Invoice

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**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 2.21, Vendor Payment.

Date: 3/19/2025 Vendor ID: 1763602 Vendor Name: Finger Lakes Community College Association, Inc.  
 Payee Address: 3325 Marvin Sands Dr., Canandaigua, NY 14424 Payment Due Date: 3/28/2025

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
3102025	01-30-12054-5509004	Volley Ball Team-Men's: Athletic Event Fee	120.00
Total			\$ 120.00

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.

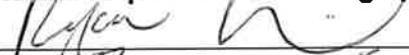
Description on Check:

Entry fee for Men's Volleyball Invite

Other Instructions:

This must be a separate check. This is for the Men's Volleyball Invite in New York. Beverly Smith will pick up the check.

**All requests will require the following approvals:**

Requester:  Print Name: Ryan Kaiser

Budget Officer:  Print Name: Ryan Kaiser

Requests \$10,000 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 \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$25,000 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)**

**Smith, Bev**

**From:** Kaiser, Ryan  
**Sent:** Monday, March 10, 2025 12:35 PM  
**To:** Samantha Boccacino  
**Cc:** Smith, Bev; Dawkins, Richard  
**Subject:** RE: [External] Re: College of DuPage Men's Volleyball Practice Time

Sam,

We will have 18 for the banquet. I am flying in that night so will be arriving as you all head into the coaches meeting.

*01-30-12054-5503006*

Beverly, please make a check out to FLCC Athletics in the amount of \$450. (Banquet)

Beverly, please make an entry fee check to FLCC Athletics in the amount of \$120. (Entry Fee)

*01-30-12054-5509004*

These are two separate checks.

3325 Marvin Sands Drive  
Canandaigua, NY 14424

*1763602*

*Volley Ball Team - Men's:  
Athletic Event Fee  
3/28/25*

rk



**From:** Samantha Boccacino <Samantha.Boccacino@flcc.edu>  
**Sent:** Monday, March 10, 2025 11:58 AM  
**To:** Kaiser, Ryan <kaiserr2964@cod.edu>  
**Cc:** Koskinaris, Tolis <koskinarist@cod.edu>; Martinez, Francisco <martinezf60@cod.edu>; Woods, Braden <woods736@cod.edu>  
**Subject:** [External] Re: College of DuPage Men's Volleyball Practice Time

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.

Confirmed, thank you!  
Sent from my iPhone

On Mar 10, 2025, at 12:56 PM, Kaiser, Ryan <kaiserr2964@cod.edu> wrote:

**"Smith, Bev"** <smithb244@cod.edu>

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**Attached Image**

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**"Smith, Bev"** <smithb244@cod.edu>

Wed, Mar 19, 2025 at 06:42 PM UTC

CC:

BCC:

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**1 attachment**

4943\_001.pdf