

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1269729 **Vendor Name:** Alpha Mu Gamma National

Check Details:

Check Number: 0353224 **Check Amount:** \$ 590.00 **Check Date:** 6/16/2026

Invoice Details:

Invoice Number: AMG 2026 **Invoice Date:** 5/5/2026 **PO Number:** NULL
Voucher Number: V0941088

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 2.21, Vendor Payment.

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 \$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

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.



Alpha Mu Gamma Purchase Order & Invoice

2026-

CHAPTER CONTACT INFORMATION									
AMG Chapter:	NU ALPHA				Chapter Advisor:	Sandra Anderson & Shingo Satsutani			
Full School Name:	College of DuPage				Advisor E-Mail:	Martinss14@cod.edu & satsutan@cod.edu			
PURCHASE ORDER & INVOICE CONTACT INFORMATION									
Your Name:	SHINGO SATSUTANI				Today's Date:				
Your E-Mail:	satsutan@cod.edu				Contact Phone #:	630-942-2019			
Mailing Address For This Order:	College of DuPage, 425 Fawell Blvd. Glen Ellyn, IL 60137				Indicate quantity ↓	Multiply by price ↓	Result is the subtotal ↓		
MEMBERSHIP CERTIFICATES					Quantity	Cost Per	Subtotal		
• Full Student Member....(may serve as a Chapter Officer & apply for AMG scholarships) →					17	\$30.00	510		
• Associate Student Member.....(does not yet fulfill all requirements for full membership) →						\$10.00			
• Faculty Member....(for faculty who teach foreign languages at any Chapter's institution) →						\$10.00			
• Honorary Member.....(for people who have significantly helped a Chapter in its mission) →						\$10.00			
HONOR CORDS					Quantity	Cost Per	Subtotal		
• AMG Honor Cords.....(approximately four feet in length, double-stranded, golden color) →						\$10.00			
PINS (Write quantity for each kind; then add all as one total on right) →					Quantity	Cost Per	Subtotal		
• AMG =	• Pendant =	• French =	• German =	• Spanish =	10	\$5.00	50		
• President =	• Vice-Pres. =	• Treasurer =	• Secretary =	• Historian =					
POSTERS (National Foreign Language Week) (add as one total on right) →					Quantity	Cost Per	Subtotal		
• Poster (w/dates printed) =		• Poster (no dates shown) =			Free	Download	From website		
T-SHIRTS (Write quantity for each kind; then add all as one total on right) →					Quantity	Cost Per	Subtotal		
• Small =	• Medium =	• Large =	• X-Large =			\$15.00			
ADDITIONAL ITEMS					Quantity	Cost Per	Subtotal		
• AMG Banner.....(made of flexible material, measuring 4 ft. x 6 ft., golden color) →						\$125.00			
• AMG Tote Bags.....(made of sturdy cloth, printed with "AMG" and the Golden Bough) →						\$10.00			
• AMG License Plate Frames.....(made of hard plastic, black, with gold lettering) →					n/a	n/a	sold out		
• AMG Pledge Ribbons.....(made of synthetic material, "AMG" lettering, golden color) →						\$1.00			
SHIPPING & HANDLING					Quantity	Cost Per	Subtotal		
• Shipping & Handling....(all orders, no matter how large or small, pay just one fee of \$15) →					2	\$15.00	\$30.00		
DONATIONS (AMG is a 100%, non-profit, registered charity: EIN 37-1838557)					Donate any amount. Thank you! →		Subtotal		
• All donations will be used to help fund our scholarships (we now give out \$5,000 yearly) →									
PURCHASE ORDER & INVOICE GRAND TOTAL							Grand Total		
(Add together all the subtotal sections, plus \$15 for Shipping & Handling, and enter the grand total on right) →							590		
PLACING YOUR ORDER					PAYMENT METHODS				

To place your order, please use only e-mail. Send all pages of this form to the Treasurer, Matt Borden, at mborden@carthage.edu.

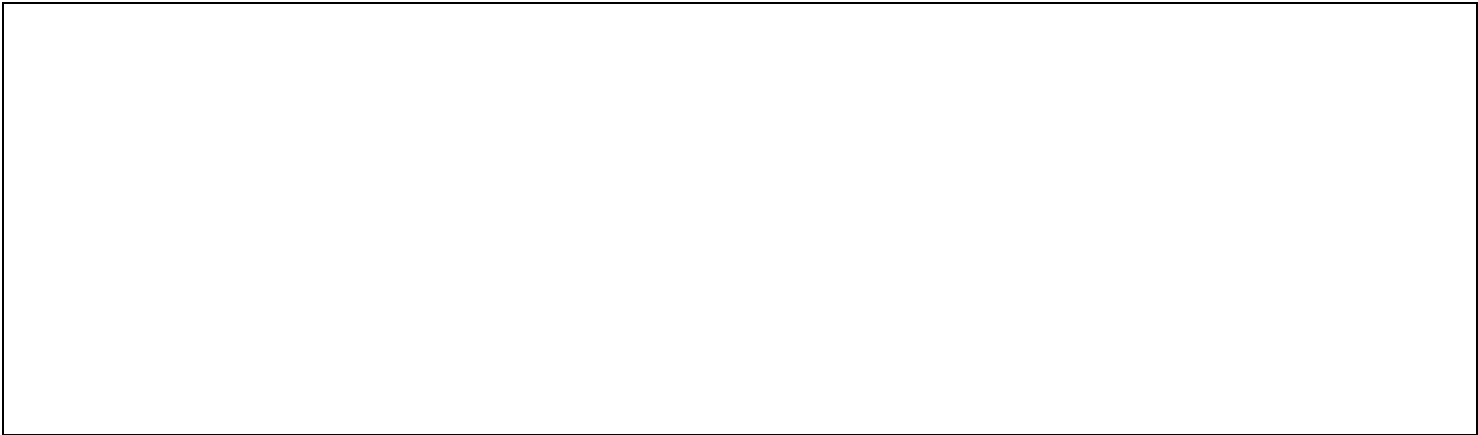
If you have questions about merchandise availability, you can visit the website: www.amgnational.org/store.html.

Option 1: Use Zelle to send payment from your bank to AMG. Send Zelle funds to the National Treasurer: mborden@carthage.edu. When using Zelle, please add your school name for proper credit.

Option 2: Send this page with a check (payable to “Alpha Mu Gamma National”) to the AMG Treasurer: Matt Borden, 9400 Ewing Ave, Evanston IL, 60203.

CHAPTER INITIATION CEREMONY

AMG Chapter:	NU ALPHA		Chapter Advisor:	Sandra Anderson & Shingo Satsutani	
School Name:	College of DuPage		Ceremony Date:	5/1/2026	
N°	Last Name	First Name	Language	Membership Type	
1	Melendrez	Karol	Spanish	Full	
2	Figueroa	Alicia	English	Full	
3	McAdams	Emmi	Spanish	Full	
4	McNelis	Brendan	Japanese	Full	
5	Zhang	Jin	Japanese	Full	
6	Wilson	Ashleigh	Japanese	Full	
7	Fedorski	William	Japanese	Full	
8	Kutzner	Micah	Japanese	Full	
9	Swinton	Shinji	Japanese	Full	
10	Swain	William	Japanese	Full	
11	Zilius	Beatrice	Japanese	Full	
12	Welch	Daniel	Italian	Full	
13	Mostowski	Julian	Spanish	Full	
14	Fargo-Schmitt	Corinne	Italian	Full	
15	Duran	Alexander	Italian	Full	
16	LaFaire	Zoe	Spanish	Full	
17	Yde	Eric	Spanish	Full	
18					
19					
20					
21					
22					
23					
24					
25					
CHAPTER ACTIVITIES THIS YEAR (Please describe briefly your chapter's activities during the past year. This information will be added to the AMG Newsletter)					



"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

check request

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Tue, May 5, 2026 at 05:47 PM UTC

CC:

BCC:

Jacqueline Rangel

Office of Student Life

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137

630.942.3733 | SSC 1114| rangelj7781@cod.edu

1 attachment

Check Request AMG 2026 CS.pdf