

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1188209 **Vendor Name:** College of Dupage Foundation

Check Details:

Check Number: 0352589 **Check Amount:** \$ 150.00 **Check Date:** 6/2/2026

Invoice Details:

Invoice Number: 05052026 **Invoice Date:** 5/5/2026 **PO Number:** NULL
Voucher Number: V0938511

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.

Rangel Gutierrez, Jacqueline

From: Allen, James
Sent: Tuesday, May 5, 2026 11:33 AM
To: Rangel Gutierrez, Jacqueline
Subject: Re: CODCON XXIX Inter-Club Account transfers

\$150. Sorry for the confusion!

Sent via the Samsung Galaxy S23 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>
Sent: Tuesday, May 5, 2026 11:32:18 AM
To: Allen, James <allenj@cod.edu>
Subject: RE: CODCON XXIX Inter-Club Account transfers

Hi Jim,
Working on this—for the pantry am I transferring \$150 or \$386?

Thank you,

Jacqueline Rangel

Office of Student Life

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137

630.942.3733 | SSC 1114 | rangelj7781@cod.edu

From: Mejia, Jelymar <mejiaj742@cod.edu>
Sent: Monday, May 4, 2026 9:45 AM
To: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>
Subject: FW: CODCON XXIX Inter-Club Account transfers

One more.

From: Allen, James <allenj@cod.edu>
Sent: Monday, May 4, 2026 8:52 AM
To: Mejia, Jelymar <mejiaj742@cod.edu>; Hernandez, Shannon <hernan@cod.edu>
Subject: RE: CODCON XXIX Inter-Club Account transfers

While you're at it, please transfer \$150.00 to the COD Fuel Pantry.

I also have \$236 in cash for them, bringing our total fundraising from the CODCON Silent Auction for the pantry to \$386.00.

Thanks!

From: Allen, James
Sent: Saturday, May 2, 2026 9:21 PM
To: Mejia, Jelymar <mejiaj742@cod.edu>; Hernandez, Shannon <hernan@cod.edu>
Subject: RE: CODCON XXIX Inter-Club Account transfers

Please transfer \$40 more to the Aspiring Educators.

From: Allen, James
Sent: Monday, April 20, 2026 8:13 AM
To: Mejia, Jelymar <mejiaj742@cod.edu>; Hernandez, Shannon <hernan@cod.edu>
Subject: CODCON XXIX Inter-Club Account transfers
Importance: High

Please transfer the following funds from the Sci-Fi/Fantasy & Gaming Club account (10_99_99640) to the following club accounts:

Writers' Club:	\$320
Pride Alliance:	\$200
Psychology Club:	\$180
D&D Club:	\$180
Aspiring Educators	\$80

Thanks!

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

check request

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

Tue, May 5, 2026 at 05:46 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 Sci Fi to FP CS.pdf