

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1376192 **Vendor Name:** International Scholarship and Tuition Services, Inc

Check Details:

Check Number: 0352846 **Check Amount:** \$ 8,000.00 **Check Date:** 6/9/2026

Invoice Details:

Invoice Number: 03192026 **Invoice Date:** 6/3/2026 **PO Number:** NULL
Voucher Number: V0940196

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.

COLLEGE OF DUPAGE

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

J.P.Morgan

Balance and Transaction Report - Summary and Detail

Transaction Date: 03/19/2026

Prior Day

Includes Credits and Debits for:
All Transaction TypesCust Ref Contains:
243340Report Settings:
Only Include Accounts with Activity,
Include Multi-Byte and Accented
Characters,Account Name: COD CONCENTRATION
Account Number: XXXXXXXXXX
Currency: USD - US DOLLAR
Bank: 07100001 - JPMORGAN CHASE BANK, N.A. - ILLINOLast Updated:
03/20/2026
03:42 AM EDT

SUMMARY	Ledger	Same Day	Next Day	2 Or More Days
Opening	12,446,795.67	12,446,795.67	0.00	0.00
Credits: (5)	3,282,305.18	3,282,305.18	0.00	0.00
Debits: (1)	31,810.85	31,810.85	0.00	0.00
Closing	15,697,290.00	15,697,290.00	0.00	0.00

SUMMARY OF OTHER BALANCES

AVG CLOSING AVL BAL PREV MNTH	17,467,474.50
AVG CLOSING AVAILABLE BAL MTD	13,207,017.60
AVG CLOSING AVAILABLE BAL YTD	14,468,645.81
TOTAL FLOAT	0.00
AGGREGATE FLOAT ADJUSTMENT	0.00
CLOSING BALANCE - 3+ DAYS FLT	0.00
OPENING ON 03/20/2026	15,697,290.00
TOTAL ACH CREDIT	9,882.00
TOTAL ZERO BAL ACCNT CREDITS	3,272,423.18
TOTAL ZERO BAL ACCOUNT DEBITS	31,810.85

Credits

Tran. Date				Report Time
Value Date	Description	Customer Ref.	Bank Ref.	Credit Amount (ET)
03/19/2026	EFT CREDIT	243340	0775271042TC	8,000.00 02:39 AM
03/19/2026	-----			
	ORIG CO NAME:	International Sc		
	ORIG ID:	9621247492		
	ENTRY DESCR:	bat 1313		
	ENTRY CLASS:	CCD		
	TRACE NO:	064102995271042		
	ENTRY DATE:	260319		
	IND ID NO:	243340		
	IND NAME:	College Of DuPage		
	REMARK:	CCWP Pasharea Jackson		
	ORIG BANK:	06410299		
	Credit Summary	4 items		3,274,305.18
	Available:			3,274,305.18
	=====			
	Credit Totals:	5 items		3,282,305.18

Debits

COLLEGE OF DUPAGE

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

Balance and Transaction Report - Summary and Detail

Transaction Date: 03/19/2026		Prior Day
Debit Summary	1 item	31,810.85
Debit Totals:	1 item	31,810.85

END OF REPORT

Hi David,

I got confirmation that the funds were sent to us by mistake. Did you need me to process a check request to send the funds back to ISTS? I am not sure if they have set up ACH payments or if they normally get paper checks also. But I can respond to them to let them know we can return it.

Daniela Servin-Garcia

Manager, Scholarship, Outreach, Student Work-Study|Student Financial Assistance

Phone: (630) 942-2283

Email: servin-garciad@cod.edu

Please visit financial aid in the Enrollment Center in SSC 2280.

Mail Scholarship Checks to:

College of DuPage

Attn: Daniela Servin-Garcia

Student Services Center (SSC) Room 2280

425 Fawell Blvd

Glen Ellyn, IL 60137



##- Please type your reply above this line -##

Your request (1488336) has been updated. To add additional comments, reply to this email.

Check Reissue Team (ISTS)

Hello Daniela,

Thanks for reaching out.

Looks like the applicant had selected the wrong school on their form, and the payment was sent to you by mistake.

The funds were meant for Chicago Community Learning Center.

We ask if you can return those funds to ISTS.

You can either return the funds via ACH or check.

Which would you prefer?

Regards,

April White

Accounting Operations Specialist

Support Representative (ISTS)

Hello Daniela,

Thank you for contacting ISTS. To better help resolve your issue, the ticket has been forwarded to the Accounting team. You should receive a response within 2 business days with more information.

Regards,

Gillian

Program Support Representative

Servin-Garcia, Daniela

Hello,

We received an EFT payment for \$8,000 to College of DuPage on March 19, 2026. It shows that it is for a Pasharea Jackson, however we have no record of a student enrolled at COD for that name. Are you able to provide us with more information to ensure we can process the deposit? Let me know if you have any questions.

Daniela Servin-Garcia

Manager, Scholarship, Outreach, Student Work-Study|Student Financial Assistance

Phone: (630) 942-2283

Email: servin-garciad@cod.edu

Please visit financial aid in the Enrollment Center in SSC 2280.

Mail Scholarship Checks to:

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Attn: Daniela Servin-Garcia

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425 Fawell Blvd

Glen Ellyn, IL 60137

This email is a service from ISTS. Delivered by [Zendesk](#)
[VWYDYV-2WWMR]

"Hamler, David" <hamlerd@cod.edu>

FW: Check Request for ISTS

"Hamler, David" <hamlerd@cod.edu>

Mon, Jun 8, 2026 at 04:08 PM UTC

CC:

BCC:

Good morning,

Attached is a completed check request.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

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

Phone 630.942.4568 | Fax 630.942.2297

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

Sent: Wednesday, June 3, 2026 7:33 PM

To: Hamler, David <hamlerd@cod.edu>

Subject: RE: Check Request for ISTS

Here you go! It is less than \$10k so it does not need to be routed to Scott or Ellen.

Thx!

[David P. Virgilio, CPA](#)

Controller – Financial Affairs

[College of DuPage SRC 2130M – Glen Ellyn, IL](#)

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

[Relator](#) I [Discipline](#) I [Individualization](#) I [Achiever](#) I [Responsibility](#)

Work Location Schedule: M/T: Remote W/Th: On Campus

During Summer, the College is closed on Fridays (June 5 – August 7)

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

From: Hamler, David <hamlerd@cod.edu>

Sent: Wednesday, June 3, 2026 3:03 PM

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

Subject: Check Request for ISTS

Hello!

I have a check request for International Scholarship and Tuition Services Inc, 1376192. Very simply put, they sent scholarship funds to us in error for someone who is not a student here.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

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

Phone 630.942.4568 | Fax 630.942.2297

1 attachment

CheckRequest-ISTS-06.03.26.pdf