

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1423276 **Vendor Name:** Cee Gee Music

Check Details:

Check Number: 0347170 **Check Amount:** \$ 800.00 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: 2025-12-03-WDCB **Invoice Date:** 12/3/2025 **PO Number:** NULL **Voucher Number:** V0915994

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: 12/09/25 Vendor ID: 1423276 Vendor Name: Cee Gee Music
 Payee Address: 406 South Blvd Unit E, Evanston, IL 60202 Payment Due Date: WED 12/17/25

| Invoice Number | GL Account number(s) e.g. 01-80-00757-5401001 | GL Account Name e.g. Office Supplies | Amount |
|-----------------|--|---|-----------|
| 2025-12-03-WDCB | 05-90-00829-5309001 | WDCB Other Contractuals | 800.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | \$ 800.00 |

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:

CGQ - 12/20/25 Performance @ Comedy Plex

Other Instructions:

DO NOT MAIL CHECK.

Check will need to be cut on WED 12/17/25 (so it can be presented at time of performance - 12/20/25)

All requests will require the following approvals:

Requester: Irene Pallasch Digitally signed by Irene Pallasch
Date: 2025.12.09 11:47:46 -06'00' Print Name: Irene Pallasch
 Budget Officer: Dan Bindert Digitally signed by Dan Bindert
Date: 2025.12.09 13:56:58 -06'00' Print Name: Dan Bindert

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): Ellen M. Roberts Digitally signed by Ellen M. Roberts
Date: 2025.12.09 16:11:33 -06'00' 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.

CEE GEE MUSIC

INVOICE

847-477-4518
cg@chrisgreenejazz.com

406 South Blvd Unit E
Evanston, Illinois 60202

Invoice Date: December 03, 2025
Invoice No.: 2025-12-03-WDCB
WDCB Public Radio
ATTN: Ken Scott
425 Fawell Blvd
Glen Ellyn, IL 60137

| Description | Cost |
|--|--------|
| CGQ Performance - Sat, December 20, 2025 @ 3-5:30pm "WDCB Jazz at The Plex" Location: Comedy Plex Oak Park, IL | \$ 800 |

Thank you for your business. It's a pleasure to work with you on your project.

Sincerely yours,

Chris Greene

OK TO PAY (CHECK REQUEST)
12-09-25

PO# *Dan Bindert*
DANIEL BINDERT
Greene