

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1550315

Vendor Name: National Council of Instructio

Invoice Number: 050120MEMB

Invoice Date: 05/01/20

PO Number:

Check Number: 0269090

Check Amount: \$ 200.00

Check Date: 06/23/2020

Department ID: 00788

Reviewer Name:

Voucher Number: V0629310

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: cruseb199@cod.edu
Sent: Wed Jun 10 15:59:06 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: NCIA Membership - Check Request

Thanks

Bethany Cruse
AP Lead
College Of DuPage

From: Groves, Barbara <grovesb16@cod.edu>
Sent: Wednesday, June 10, 2020 1:23 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: NCIA Membership - Check Request

Hi Bethany,

I hope this finds you doing well. Can you please process the attached check request for the renewal of the institutional membership to NCIA. I will send the updated membership list directly to the organization. Can you please let me know when think this check will be cut?

Thanks in advance for your help!

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

College of DuPage - Accounts Payable

Check Request Form

revised 12/18/17

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 Vendor Payment - Check Request Procedure No. 10-65

Date: 6/25/2020
Vendor ID: 1550315

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	80	00788	5406002	Dues	\$ 200.00

Grand Total \$ 200.00

AP VERIFIED

Check the appropriate box below and sign

- ☒ 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.

Payee Name:

NCIA

Payee Address:

PO Box 880360
University of Nebraska-Lincoln
Lincoln, NE 68588-0360

Other
Instructions:

Mail to:
141 Teachers College Hall, PO Box 880360,
University of Nebraska-Lincoln, Lincoln, NE 68588-0360

Description on Check:

2020-2021 College of DuPage Annual Dues - National Council of Instructional Administrators

Approvals:

Prepared By:

Barbara Groves

Signature:

Payment Due:

6/10/2020

Board Approved Date:

Approved By:

Mark Curtis-Chavez

Date:

6/10/2020

Signature:

Approved By:

Date:

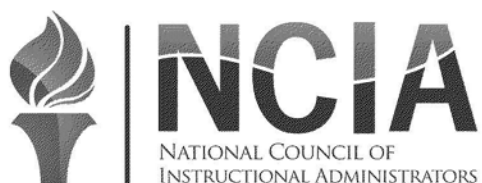
Signature:

Approved By Division VP:

Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu



National Council of Instructional Administrators
Leadership ♦ Innovation ♦ Advocacy ♦ Development
Federal Tax # 52-1162312

MEMBERSHIP INVOICE

JULY 1, 2020 TO JUNE 30, 2021

Date: May 1, 2020

Contact: ~~Kirk Overstreet~~ Mark Curtis-Chávez

College: College of DuPage

Member Type	Rate	Select
Institutional	\$200	X
Graduate Student	\$75	

Amount Due: \$200.00

NCIA members are now able to pay dues online! If you would like to pay by credit card, please go to: <http://cehs.unl.edu/ncia> and click on Membership. You can also update membership information there too. Fast & Easy!

If paying by check, please make check payable to NCIA and mail to:

NCIA – Dept. of Educational Administration
University of Nebraska—Lincoln
141 Teachers College Hall
PO Box 880360
Lincoln, NE 68588-0360

You can reach the NCIA National Office by e-mail (ncia@unl.edu), phone (402-472-3727) or fax (402-472-4300)

***Thank you for your support in serving community college
instructional administrators.***

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Institutional Contact
Admin. Asst.
Members