

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085363

Vendor Name: GFOA

Invoice Number: 0244465

Invoice Date: 07/09/20

PO Number:

Check Number: 0270878

Check Amount: \$ 1,000.00

Check Date: 07/14/2020

Department ID: 00757

Reviewer Name:

Voucher Number: V0634851

Redaction Type: None

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

Document Below

-----  
From: zerrudom@cod.edu  
Sent: Thu Jul 09 12:16:57 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: GFOA Membership Renewal Check Request - Manual check Requested  
-----

**From:** Humphrey, Vera  
**Sent:** Thursday, July 9, 2020 12:16 PM  
**To:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Virgilio, David <virgiliod@cod.edu>; Brady, Scott <bradys310@cod.edu>; Hayley, Robert <hayleyr@cod.edu>  
**Subject:** FW: GFOA Membership Renewal Check Request - Manual check Requested

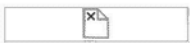
Welcome Joyce,

I look forward to meeting you. Attached is a manual check request to be mailed at your earliest convenience. If possible, please include member number on the check.

Thank you!

Vera Humphrey  
Administrative Assistant to the  
Interim Vice President  
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Thursday, July 9, 2020 12:12 PM  
**To:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** RE: GFOA Membership Renewal Check Request.pdf

Vera,

Here you go . . .

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.

425 Fawell Blvd.  
Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Thursday, July 9, 2020 12:07 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** FW: GFOA Membership Renewal Check Request.pdf

Ellen,

For your approval. Also, a manual check requested.

Thank you!

**Vera Humphrey**  
**Administrative Assistant to the**  
**Interim Vice President**  
**of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



**From:** Brady, Scott <bradys310@cod.edu>  
**Sent:** Thursday, July 9, 2020 12:04 PM  
**To:** Hayley, Robert <hayleyr@cod.edu>  
**Cc:** Virgilio, David <virgiliod@cod.edu>; Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** RE: GFOA Membership Renewal Check Request.pdf

Approved

**Scott L. Brady, CPA**  
**Interim Chief Financial Officer**  
**College of DuPage**  
425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: bradys310@cod.edu



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**From:** Hayley, Robert <hayleyr@cod.edu>

**Sent:** Thursday, July 9, 2020 11:38 AM

**To:** Brady, Scott <bradys310@cod.edu>

**Cc:** Virgilio, David <virgiliod@cod.edu>; Humphrey, Vera <humphreyv@cod.edu>

**Subject:** GFOA Membership Renewal Check Request.pdf

Scott,

Please approve accordingly.

Thanks!

Bob

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**College of DuPage**



College of DuPage - Accounts Payable  
Check Request Form  
revised 4/14/2020

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 - Non-Purchase Order Procedure No. 10-65**

Date: 7/9/2020  
Vendor ID: 1085363

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
0244465	01	80	00757	5406002	Dues	\$ 700.00
0244465	01	80	00758	5406002	Dues	\$ 300.00
APPROVED By Robert Hayley at 11:36 am, Jul 09, 2020						

Grand Total \$ 1,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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.

**AP VERIFIED**  
**07/09/20 - MARIA ZERRUDO**

Payee Name: Government Finance Officers Association  
Payee Address: 203 N. LaSalle St., Suite 2700  
Chicago, IL 60601-1210

Other Instructions: Manual Check Requested  
APPROVED  
By Ellen M. Roberts at 12:10 pm, Jul 09, 2020

Description on Check:

Member #300044465  
Annual Renewal for period 7/1/2020 through 6/30/2021

Approvals:

Prepared By: Vera Humphrey  
Signature: Vera Humphrey  
Payment Due: 7/10/2020  
Board Approved Date:

Approved By: David Virgilio  
Signature: [Signature]  
Date: [Date]  
APPROVED  
By David P. Virgilio at 11:20 am, Jul 09, 2020  
Approved By: Scott Brady  
Signature: Scott L. Brady  
Date: July 09, 2020  
Approved By Division VP: Ellen Roberts  
Signature: Ellen M. Roberts  
Date: 7.9.2020

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

# Government Finance Officers Association

203 North LaSalle Street, Suite 2700  
Chicago, IL 60601-1210  
Phone: (312)977-9700  
Fax: (312)977-4806  
E-Mail: [Membership@GFOA.Org](mailto:Membership@GFOA.Org)  
Tax ID: 36-2167796

## Dues Notice

Notice #: 0244465  
Notice Date: 07/09/2020

300044465 D04 Spec Dist 1-4K Current Paid Thru: 06/30/2020

Dr. Brian W. Caputo, CPFO  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6784 United States

Membership Renewal for the period of 07/01/2020 through 06/30/2021

Membership Dues Base Fee \$700.00

### DIB In-Base Member(s)

Member #

\*Dr. Brian W. Caputo, CPFO President  
Mr. Scott L. Brady Interim CFO and Treasurer  
Mr. David Virgilio Interim Controller

300040153  
300148051  
300185893

#### \* Indicates Primary Contact

No. of In Base Memberships Included in Base Fee: 3  
Current Number of In Base Members: 3

### DAO Add-On Member(s)

Member #

Mr. Robert L. Hayley Budget Manager  
Ms. Toni Stella Budget Analyst

300188782 150.00  
300224157 150.00

Total Add-On Memberships: 300.00

Total Amount Due: **\$1,000.00**

**If you need to make any changes to your membership information,  
please visit [www.gfoa.org/updates](http://www.gfoa.org/updates). Changes on this form will not be accepted.**

Notice #: 0244465  
Notice Date: 07/09/2020  
Membership Number: 300044465

## REMITTANCE STUB

(Please Return with Payment)

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6784 United States

Add-On Members:  
300188782 300224157

Membership Renewal for the period of 07/01/2020 through 06/30/2021

Please Remit to:  
Government Finance Officers Association  
203 N. LaSalle St., Suite 2700  
Chicago, IL 60601-1210

Membership Dues Base Fee \$700.00  
Total Add-On Memberships: 300.00

Total Amount Due: **\$1,000.00**

**We are no longer accepting credit card renewals via mail, fax, email, or phone. To renew with a credit card, please visit [www.gfoa.org/renew](http://www.gfoa.org/renew) and log in. To pay via check, please submit this remittance stub along with your check.**