

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1545268

Vendor Name: Online Learning Consortium Inc

Invoice Number: 000001510

Invoice Date: 06/24/20

PO Number:

Check Number: E0080868

Check Amount: \$ 745.00

Check Date: 07/14/2020

Department ID: 00835

Reviewer Name:

Voucher Number: V0636055

Redaction Type: Other

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

Document Below

Online Learning Consortium

PO Box 4003,

Peabody, MA 01941-4003

(781) 583-7578

<https://onlinelearningconsortium.org/>info@onlinelearning-c.org<https://onlinelearningconsortium.org/support/>**INVOICE****Invoice Header**

Invoice Date 6/24/2020

Invoice Number 000001510

Account Name College of DuPage

Customer

Balance Due \$745.00

Memo

Customer

Reference

Number

QUANTITY	LINE DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	INST#3610 August 10, 2020 (Helping Faculty with New Course Development - ID1)	\$550.00	\$450.00	\$450.00
1	INST#3685 September 14, 2020 (Curating and Evaluating Resources for Faculty - ID2)	\$550.00	\$450.00	\$450.00
1	INST#3780 October 19, 2020 (Professional Foundations: Collaborating, Researching, and Networking - ID3)	\$550.00	\$450.00	\$450.00
SUBTOTAL:			\$1,350.00	
TOTAL:			\$1,350.00	
AMOUNT PAID:			\$605.00	
BALANCE DUE:			\$745.00	

From: cruseb199@cod.edu
Sent: Mon Jul 13 14:54:51 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Online learning invoice

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Monday, July 13, 2020 2:47 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Re: Online learning invoice

This one is okay to go through A/P to process. It was for payment of 3 courses she wanted us to use the AMEX card to pay. It was already approved through Concur. But, I couldn't process the transaction with our cc because the card is currently on hold. I requested she just submit the invoice and we would pay via check, since the vendor is already set up in the system.

I consulted with Eugene on this already and he agreed that this was the best way to prepay without her having to use her own credit card.

Thanks,
Joyce
Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



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From: Cruse, Bethany
Sent: Monday, July 13, 2020 2:34:40 PM
To: Sekerka, Joyce
Subject: Online learning invoice

Joyce,
I see you are on the email chain for this. I believe this needs a PO# since it over \$500 or the requestor needs to submit with an approved check request. Please advise.
Thanks

Bethany Cruse
AP Lead

they



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From: Benkert, Becky

Sent: Thursday, July 9, 2020 11:47:45 AM

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From: Benkert, Becky
Sent: Thursday, July 9, 2020 10:53 AM
To: Sekerka, Joyce; Cassel, Adrienne
Subject: RE: Expense Report Status Change

Hi Joyce and Adrienne,

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e
n

of
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