

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086839

Vendor Name: NACUBO

Invoice Number: 061120

Invoice Date: 06/11/20

PO Number:

Check Number: E0083582

Check Amount: \$ 6,988.00

Check Date: 03/03/2021

Department ID: 00729

Reviewer Name:

Voucher Number: V0629427

Redaction Type: None

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

Document Below

-----  
From: cruseb199@cod.edu  
Sent: Mon Jun 15 10:15:25 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: NACUBO Check Request - Please process  
-----

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Thursday, June 11, 2020 2:54 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** FW: NACUBO Check Request - Please process

Hi Bethany,

Please process for payment. Thanks.

**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)

x

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Thursday, June 11, 2020 2:50 PM  
**To:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** RE: NACUBO Check Request - for your approval

Vera,

The attached is signed.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

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: 6/11/2020  
Vendor ID: 1086839

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
NACUBO Dues Higher Education 759944	01	80	00729	5406002	Dues	\$ 6,738.00
CACUBO Dues Higher Education 759943	01	80	00729	5406002	Dues	\$ 250.00

Grand Total \$ 6,988.00

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

**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.

**06/15/20 - BETHANY CRUSE**

- ☐ 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: NACUBO  
Payee Address: P.O. Box 791331  
Baltimore, MD 21279-1331

Other Instructions:

Description on Check:

Approvals:

Prepared By: Vera Humphrey  
Signature: Vera Humphrey  
Payment Due:  
Board Approved Date:

Approved By: Date:  
Signature:  
Approved By: Date:  
Signature: Ellen M. Roberts 6.11.2020  
Approved By Division VP: Ellen Roberts Date:  
Signature:

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

roberts@cod.edu  
630-942-2218

**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Thursday, June 11, 2020 2:04 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** NACUBO Check Request - for your approval

Hi Ellen,

The attached is for your approval.

Thanks.

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)

x



National Association of College and University Business Officers  
1110 Vermont Avenue, NW, Suite 800, Washington DC 20005-3544  
T 202.861.2500 F 202.861.2583  
[www.nacubo.org](http://www.nacubo.org)

### MEMBERSHIP INVOICE

College of Du Page  
Ms. Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
425 Fawell Boulevard  
Glen Ellyn, IL 60137-6599

**Invoice #'s** 759944, 759943

**Date** June 10, 2020

**ID #**

**APPROVED**

By: Ellen M. Roberts at 2:49 pm, Jun 11, 2020

Is the information above correct? If no, contact at [membership@nacubo.org](mailto:membership@nacubo.org) 202.861.2560

Invoice #	Descriptions	Amount
759944	NACUBO DUES - Higher Education	\$6,738.00
759943	CACUBO DUES - Higher Education Institution	\$250.00
<b>INVOICE TOTAL</b>		\$6,988.00
<b>AMOUNT PRE-PAID/ADJUSTMENT</b>		\$0.00
<b>CURRENT TOTAL AMOUNT</b>		\$6,988.00

BE SURE TO REFERENCE THE INVOICE # ON YOUR REMITTANCE

**To renew online using credit card:**

1) Go To <https://www.nacubo.org/login>

2) Login with your e-mail address: [roberts@cod.edu](mailto:roberts@cod.edu)

(If you do not see your e-mail address listed, contact at 202.861.2560 or use the remittance slip below.)

3) Enter your password (Forgot your password? Reset by clicking on the "Forgot Password" link)

**To renew via wire or ACH:**

Send an email to [accountsreceivable@nacubo.org](mailto:accountsreceivable@nacubo.org)

**Need a W-9 form?**

Visit <https://www.nacubo.org/who-we-are/organizational-documents-and-policies>

PLEASE DETACH THIS PORTION AND RETURN WITH REMITTANCE

**Invoice #** 759944, 759943

**Date** June 10, 2020

**PLEASE REMIT TO:**

National Association of College and University Business Officers  
P.O. Box 791331  
Baltimore, MD 21279-1331



• National Association of College and University Business Officers  
1110 Vermont Avenue, NW, Suite 800, Washington DC 20005-3544  
T 202.861.2500 F 202.861.2583  
[www.nacubo.org](http://www.nacubo.org)

## MEMBERSHIP INVOICE

### Invoice #'s

**Date** June 10, 2020

**ID #**

Is the information above correct? If no, contact at [membership@nacubo.org](mailto:membership@nacubo.org) 202.861.2560



**College of DuPage - Accounts Payable**

**Check Request Form**

**Notes:**

**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 Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
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 Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.