

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1602158

Vendor Name: Raymond Nault

Invoice Number: 1408

Invoice Date: 02/16/21

PO Number: B0370650

Check Number: E0083699

Check Amount: \$ 20,064.00

Check Date: 03/09/2021

Department ID: 00449

Reviewer Name:

Voucher Number: V0663917

Redaction Type: None

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

Document Below

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From: Doguim, Melissa <doguimm@cod.edu>  
Sent: Mon Mar 01 16:41:37 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: Invoice\_1408\_from\_CollegeAidServices\_LLC\_approved - BO # 370650  
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Hello, Invoicing,

Please find the attached invoice stamped "Approved" by the Assistant Provost, Student Affairs for payment. Also note that we have attached approval for an exception to the new rule about having the vendor submit the invoice directly to your inbox.

Please let me know if you have any questions.

Thank you,

Melissa Doguim  
Administrative Assistant V to Dr. Diana Del Rosario,  
Assistant Provost, Student Affairs  
630-942-3687  
PLEASE NOTE: college staff are working remotely.



***For students seeking help, resources can be found at:*** <https://cod.edu/coronavirus/student-resources.aspx>

For information on how the College is responding to the Outbreak of COVID 19, please refer to our website:  
<https://cod.edu/coronavirus/index.aspx>

[attachment: Invoice\_1408\_from\_CollegeAidServices\_LLC\_approved.pdf]

[attachment: Exception to COD Invoicing Procedure for CAS - Vendor Communication Directive.pdf]

CollegeAidServices, LLC

8100 SW 92nd Ct

Miami, FL 33173 US

+1 8334382271

finance@collegeaidservices.net

www.collegeaidservices.net



## Invoice

Blanket Order # 370650

**BILL TO**

Ms Michelle Olson

College of DuPage

425 Fawcett Blvd

Glen Ellyn, IL 60137

United States

**APPROVED**

By Diana Del Rosario at 8:53 pm, Feb 18, 2021

**AP VERIFIED**  
**03/02/21 - BETHANY CRUSE**

| INVOICE # | DATE       | TOTAL DUE   | DUE DATE   | TERMS  | ENCLOSED |
|-----------|------------|-------------|------------|--------|----------|
| 1408      | 02/16/2021 | \$20,064.00 | 04/17/2021 | Net 60 |          |

| DATE       | ACTIVITY  | DESCRIPTION      | QTY    | RATE        | AMOUNT    |
|------------|---|------------------|--------|-------------|-----------|
| 02/01/2021 | College of DuPage:College of DuPage                       |                  |        |             |           |
| 02/01/2021 | College of DuPage (Interim Financial Aid Representatives) | [Feb 1 – Feb 12] | 144:00 | 55.00       | 7,920.00  |
| 02/01/2021 | College of DuPage (Interim-Director of Financial Aid)     | [Feb 1 – Feb 12] | 77:45  | 102.8938907 | 8,000.00  |
| 02/01/2021 | College of DuPage (Financial Aid Business Analyst)        | [Feb 1 – Feb 12] | 80:00  | 65.00       | 5,200.00  |
|            | SUBTOTAL - College of DuPage:College of DuPage            |                  |        |             | 21,120.00 |

PO 370650

|             |                    |
|-------------|--------------------|
| SUBTOTAL    | 21,120.00          |
| DISCOUNT 5% | -1,056.00          |
| TOTAL       | 20,064.00          |
| BALANCE DUE | <b>\$20,064.00</b> |

**From:** [Del Rosario, Diana](#)  
**To:** [Doquim, Melissa](#)  
**Subject:** Fwd: Vendor Communication Directive  
**Date:** Wednesday, February 10, 2021 1:15:11 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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See below- good news, please save this email in our CAS files.

Diana Del Rosario, Ed.D.  
Assistant Provost,  
College of DuPage  
[delrosariod@cod.edu](mailto:delrosariod@cod.edu)

Begin forwarded message:

**From:** "Brady, Scott" <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Date:** February 10, 2021 at 1:11:17 PM CST  
**To:** "Del Rosario, Diana" <[delrosariod@cod.edu](mailto:delrosariod@cod.edu)>, "Sekerka, Joyce" <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Subject: RE: Vendor Communication Directive**

Diana,

I believe for the time being we can make an exception for this vendor. I know you are dependent upon this vendor for your operation right now and do not want to do anything to disrupt that at the present time. I'm also assuming this is a temporary situation which will work its way out. Joyce, please put this on the exception list.  
Thanks, Scott

**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](mailto:bradys310@cod.edu)

 **College of DuPage**

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**From:** Del Rosario, Diana <delrosariod@cod.edu>

**Sent:** Wednesday, February 10, 2021 9:46 AM

**To:** Sekerka, Joyce <sekerkaj@cod.edu>; Brady, Scott <bradys310@cod.edu>

**Subject:** RE: Vendor Communication Directive

Hello Joyce and Scott,

Your email reminded me of a question I have from one of our contracts. We use a consulting firm for expert staffing support in financial aid, College Aid Services. Before paying them for an invoice we have to review the timesheet that accompanies the invoice for accuracy. They have that invoice and timesheet set up as an automated process that gets released to one email, it comes together to my assistant for review.

If we email them to release an invoice with attached timesheets to [invoicing@cod.edu](mailto:invoicing@cod.edu), then we will not get the timesheets to check that the hours charged in the invoice are correct, and that may lead for sending a payment that is inaccurate if we are removed from the process.

Can we request an exception on this situation due to the timesheet review needs, and have my office submit the invoice after the timesheet portion has been reviewed?

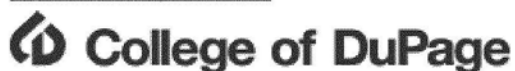
I appreciate your consideration in this situation.

Diana Del Rosario, Ed.D.

Assistant Provost,

Student Affairs

[delrosariod@cod.edu](mailto:delrosariod@cod.edu)



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**Subject:** Vendor Communication Directive

Dear COD Colleagues,

In our continued efforts to streamline payment processing and adhering to

internal policies, we are requesting all vendors to submit invoices directly to [invoicing@cod.edu](mailto:invoicing@cod.edu). Invoices will continue to be routed electronically for approvals.

We have discovered that some invoices are being e-mailed directly to various individuals at the College. This can cause invoices to potentially be missed. And in turn, could lead to service holds or interruptions, and lastly, delays in payments. Should you receive an e-mailed invoice, please kindly respond to your vendor contact **copying and pasting** the below verbiage.

**Thank you for your invoice.**

**The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.**

**Invoices must be sent in *PDF format* to:**

**[invoicing@cod.edu](mailto:invoicing@cod.edu)**

We do understand this will take some time and effort before all vendors adhere to this new policy. And, there may be some exceptions, i.e. invoices dropped off on package delivery. However, we will address those on a case by case basis.

We will be distributing letters to all of our vendors communicating this change. The letter and e-mail documents will be posted in the College of DuPage portal under the Financial Affairs team site at the following path:

<https://inside.cod.edu/organizations/org-finaf/Pages/default.aspx>

I have attached a copy of the letter as well for your convenience.

Thank you for your cooperation,  
Joyce Sekerka  
Accounts Payable Supervisor

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

630-942-2293

Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



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