

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1602158

Vendor Name: Raymond Nault

Invoice Number: 1415

Invoice Date: 03/01/21

PO Number: B0370650

Check Number: E0083801

Check Amount: \$ 20,212.44

Check Date: 03/17/2021

Department ID: 00449

Reviewer Name:

Voucher Number: V0664185

Redaction Type: None

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

Document Below

From: Doguim, Melissa <doguimm@cod.edu>
Sent: Fri Mar 05 16:41:30 CST 2021
To: invoicing@cod.edu
CC: ikezoehheardn@cod.edu
Subject: Invoice_1415_from_CollegeAidServices_LLC.pdf

Invoicing,

Please process the attached invoices for PO #370650.

Please note the exception attached to the new rule of invoices being sent by the vendor to Invoicing.

Thank you and have a nice weekend.

Melissa Doguim

Administrative Assistant V to Dr. Diana Del Rosario,

Assistant Provost, Student Affairs

630-942-3687

PLEASE NOTE: college staff are working remotely.



Congratulations Graduates - Celebrate Commencement!

College of DuPage's Virtual Commencement is May 21, 2021. If you complete the requirements for your degree/certificate in the Fall 2020, Spring 2021 or Summer 2021 semesters and submit your Application for Degree or Certificate, you are eligible to participate. Visit www.cod.edu/commencement for more information.

We want to celebrate with you!

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_1415_from_CollegeAidServices_LLC.pdf]

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

CollegeAidServices, LLC

8724 Sunset Drive #257

Miami, FL 33173 US

+1 8334382271

finance@collegeaidservices.net

www.collegeaidservices.net



College Aid Services

Invoice

BO # 370650

APPROVED

By Diana Del Rosario at 12:38 am, Mar 05, 2021

BILL TO

Ms Michelle Olson
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

AP VERIFIED
03/08/21 - BETHANY CRUSE

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1415	03/01/2021	\$20,212.44	04/30/2021	Net 60	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/15/2021	College of DuPage:College of DuPage				
02/15/2021	College of DuPage (Interim-Director of Financial Aid)	[Feb 15 – Feb 26]	81:00	98.7654321	8,000.00
02/15/2021	College of DuPage (Interim Financial Aid Representatives)	[Feb 15 – Feb 26]	152:45	55.00	8,401.25
02/15/2021	College of DuPage (Financial Aid Business Analyst)	[Feb 15 – Feb 26]	75:00	65.00	4,875.00
	SUBTOTAL - College of DuPage:College of DuPage				21,276.25

PO 370650

SUBTOTAL	21,276.25
DISCOUNT 5%	-1,063.81
TOTAL	20,212.44
BALANCE DUE	\$20,212.44

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](#)

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

Begin forwarded message:

From: "Brady, Scott" <bradys310@cod.edu>
Date: February 10, 2021 at 1:11:17 PM CST
To: "Del Rosario, Diana" <delrosariod@cod.edu>, "Sekerka, Joyce" <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

 **College of DuPage**

Disclosure Statement:

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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, 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?

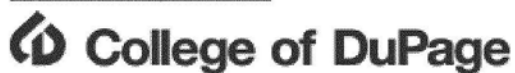
I appreciate your consideration in this situation.

Diana Del Rosario, Ed.D.

Assistant Provost,

Student Affairs

delrosariod@cod.edu



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. 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

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



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