

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1631497

Vendor Name: TalkAbroad Inc

Invoice Number: 7E688F07-0001

Invoice Date: 05/04/21

PO Number:

Check Number: E0085051

Check Amount: \$ 3,000.00

Check Date: 06/08/2021

Department ID: 00389

Reviewer Name:

Voucher Number: V0685482

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 1/29/2021

AP VERIFIED
06/08/21 - ISABEL BARRIOS

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: 6/1/2021
Vendor ID: 1631497

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
7E688F07-0001	01	10	00389	5501002	On-Campus Conf & Mtgs	\$ 3,000.00

Grand Total \$ 3,000.00

--- \$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.

Payee Name: Talk Abroad, Inc
Payee Address: PO Box 5392, Englewood, CO 80155

Other
Instructions:

Description on Check:

College of DuPage 6@30min Conversations 2021 Summer

Approvals:

Prepared By: Sue kerby
Signature: *Susan Kerby*
Payment Due: asap
Board Approved Date:

Approved By: Maren McKellin Date: 6/1/21
Signature: *Maren McKellin*
Approved By: Cynthia Sims Date: June 4, 2021
Signature: *Cynthia Sims*
Approved By Division VP: Date:
Signature:

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

TalkAbroad, Inc

Invoice

+1 415-692-5311
sales@talkabroad.com

Invoice number 7E688F07-0001
Date of issue May 4, 2021
Date due Jun 3, 2021

Bill to
Susan Kerby
kerbys@cod.edu

\$3,000.00 due June 3, 2021

DuPagS2021-78463

Description	Qty	Unit price	Amount
6 30-minute Conversations	50	\$60.00	\$3,000.00
Subtotal			\$3,000.00
Amount due			\$3,000.00

AP VERIFIED

06/08/21 - ISABEL BARRIOS

To pay by credit card please use the link provided at the bottom of this invoice

To pay by check please mail to:
PO Box 5392
Englewood, CO 80155

Maren McKellin OK to pay 5/6/21

Cynthia Sims 5/11/21

SIGN HERE

Pay \$3,000.00 with card

Visit https://invoice.stripe.com/i/SHBwG1S67kz2hzX2A0HKTy17nWrwL8MA/invst_JQH63kwyPeU486Ljh88hjDaBqJZkdEI

Questions? Contact TalkAbroad, Inc at sales@talkabroad.com or call at
+1 415-692-5311.

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From: Accounts Payable <acctpay@cod.edu>
Sent: Mon Jun 07 13:47:43 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check request - TalkAbroad (asap)

From: Kerby, Susan <kerbys@cod.edu>
Sent: Monday, June 7, 2021 9:10 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check request - TalkAbroad (asap)

See attached. Thanks.

Sue Kerby

College of DuPage Field Studies|Study Abroad|Global Education
Coordinator of Study Abroad

[attachment: TalkAbroad Check request approved.pdf]
[attachment: TalkAbroad invoice signed.pdf]