

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1602158

Vendor Name: Raymond Nault

Invoice Number: 1479

Invoice Date: 05/25/21

PO Number: B0372628

Check Number: E0085285

Check Amount: \$ 8,583.75

Check Date: 06/22/2021

Department ID: 00440

Reviewer Name:

Voucher Number: V0687216

Redaction Type: None

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

Document Below

CollegeAidServices, LLC

8724 Sunset Drive #257

Miami, FL 33173 US

+1 8334382271

finance@collegeaidservices.net

www.collegeaidservices.net



College Aid Services

Invoice

Blanket Order #372628

GL # 01-30-00440-5302001

BILL TO

Ms. Michelle Olson

College of DuPage

425 Fawell Blvd

Glen Ellyn, IL 60137

United States

APPROVED

By: Ina Del Rosario at 3:46 pm Jun 16, 2021

AP VERIFIED

06/17/21 - BETHANY CRUSE

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1479	05/25/2021	\$8,583.75	07/24/2021	Net 60	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/10/2021	College of DuPage:College of DuPage COD - Financial Aid Business Analyst	[May 10 – May 21]	50:00	65.00	3,250.00
05/10/2021	COD - Interim-Director of Financial Aid	[May 10 – May 21]	62:45	85.00	5,333.75
	SUBTOTAL - College of DuPage:College of DuPage				8,583.75

PO# 370651

BALANCE DUE

**\$8,583.75**

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From: Doguim, Melissa <doguimm@cod.edu>

Sent: Wed Jun 16 16:12:09 CDT 2021

To: invoicing@cod.edu

CC:

Subject: Invoice\_1479\_from\_CollegeAidServices\_LLC- Services May 10 - May 21, 2021  
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Hello, and good afternoon,

Please process payment for this invoice to be paid out of BO# 372628 and coming from GL # 01-30-00440-5302001. Also attached is our exception to the routine Invoicing procedure of having the vendors submit the invoice directly.

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>

Counseling, Advising and Transfer Services offers assistance to students with virtual one-on-one appointments. Their office will assist students in areas of academic advising, career counseling, and personal counseling.

Counseling & Advising can be reached to support students experiencing challenges with their mental health by calling (630) 942-2259. Their office will be available all summer long to meet with students. Additional resources are available on our website <https://cod.edu/counseling>. You can also stay up-to-date on our events and services by following us on social media.

[Facebook](#)

[Instagram](#)

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\_1479\_from\_CollegeAidServices\_LLC.pdf]

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



**College of DuPage**

**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?

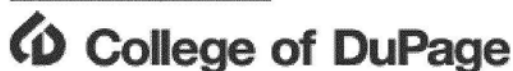
I appreciate your consideration in this situation.

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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