

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1085849  
Vendor Name: Higher Learning Commission  
Invoice Number: D15704  
Invoice Date: 6/27/2022  
PO Number:  
Check Number: 0300192  
Check Amount: \$ 12,911.65  
Check Date: 06/28/2022  
Voucher Number: V0743022  
Document Type: AP Invoice

Document Below

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

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: 7/1/2022  
Vendor ID: 1085849

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
D15704	01	80	00781	5406002	Dues	\$ 12,911.65
Grand Total						\$ 12,911.65

--- \$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: Higher Learning Commission  
230 South LaSalle Street  
Suite 7-500  
Payee Address: Chicago IL 60604-1411

Other Instructions:

Description on Check:

FY22-23 Annual Institutional Dues

**Approvals:**

Prepared By: Tracey Frye  
Signature: *Tracey Frye*  
Payment Due: 7/30/2022  
Board Approved Date:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Approved By Division VP: Brian W. Caputo, President Date: 6/27/22  
Signature: *Brian W. Caputo*

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



Invoice Number: D15704  
Invoice Date: 6/27/2022  
Your Account Number: 1084  
Terms: Net 30

Bill To:

College of DuPage  
Dr. Brian Caputo  
President  
425 Fawell Blvd.  
Glen Ellyn IL 60137

Quantity	Description	Price	Total
8	FY'22-23 Additional Locations or Campuses DUES	\$95.00	\$760.00
11,541	FY'22-23 FTE DUES	\$0.65	\$7,501.65
1	FY'22-23 Base DUES	\$4,650.00	\$4,650.00

**TOTAL INVOICE:** \$12,911.65

Please Remit Payments to:  
Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago IL 60604-1411

Wire/ACH Instructions:  
JP Morgan Chase Bank  
Higher Learning Commission  
Acct# 758154426  
ABA# 071000013

For Inquiries Contact Us At:  
[finance@hlcommission.org](mailto:finance@hlcommission.org)  
or  
312-881-8119

"Zerrudo, Maria" <zerrudom@cod.edu>

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**FW: [External] Invoice D15704**

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"Zerrudo, Maria" <zerrudom@cod.edu>

Tue, Jun 28, 2022 at 02:09 PM GMT

CC:

BCC:

-----Original Message-----

From: Sekerka, Joyce

Sent: Tuesday, June 28, 2022 8:11 AM

To: Zerrudo, Maria

Subject: FW: [External] Invoice D15704

Hi Marivic,

Can you please process this and release today?

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

Summer Hours: Fridays Closed beginning June 10, 2022-August 12, 2022

-----Original Message-----

From: Brady, Scott

Sent: Tuesday, June 28, 2022 7:51 AM

To: Sekerka, Joyce

Subject: FW: [External] Invoice D15704

Joyce,

Please see attached the HLC annual dues billing w/ Dr. Caputo's signature. Please process asap so it gets out this week. Also, once out please email me back with confirmation. Thanks, Scott

Scott L. Brady, CPA

Chief Financial Officer

College of DuPage

425 Fawell Blvd.

SRC 2130L

Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: bradys310@cod.edu

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-----Original Message-----

From: Frye, Tracey  
Sent: Tuesday, June 28, 2022 7:47 AM  
To: Brady, Scott  
Subject: RE: [External] Invoice D15704

Scott,

Attached is the signed check request for the HLC Annual Institutional Dues (2022-2023).

Tracey Frye  
Executive Assistant to the President  
College of DuPage  
425 Fawell Blvd. | SRC 2135 | Glen Ellyn, IL 60137-6599 phone 630.942.2201 | fax 630.942.2869 |  
fryetr@cod.edu

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-----Original Message-----

From: Brady, Scott  
Sent: Monday, June 27, 2022 2:50 PM  
To: Frye, Tracey ; Bente, James  
Subject: RE: [External] Invoice D15704

Tracey,

Thank you. Can you please send the approval directly to me so I can make sure this gets paid asap. Thanks,  
Scott

Scott L. Brady, CPA  
Chief Financial Officer  
College of DuPage  
425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599

Direct: 630.942.2219  
Email: bradys310@cod.edu

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-----Original Message-----

From: Frye, Tracey  
Sent: Monday, June 27, 2022 2:40 PM  
To: Bente, James ; Brady, Scott  
Subject: RE: [External] Invoice D15704

I have created the check request and will send it to Dr. Caputo for approval.

Tracey Frye  
Executive Assistant to the President  
College of DuPage  
425 Fawell Blvd. | SRC 2135 | Glen Ellyn, IL 60137-6599 phone 630.942.2201 | fax 630.942.2869 |  
fryetr@cod.edu

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-----Original Message-----

From: Bente, James  
Sent: Monday, June 27, 2022 2:26 PM  
To: Brady, Scott ; Frye, Tracey  
Subject: FW: [External] Invoice D15704

Scott:

I reviewed the HLC membership invoice, and based on enrollment and additional locations, the invoice amount of \$12,911.65 is correct.

I believed this is paid from an account in the President's Office.

The due date is July 27, 2022. Can we please be on time, as we were late in paying our last two HLC invoices.

Thanks - Jim

Jim Bente, RN

Vice President, Planning & Institutional Effectiveness Chief COVID-19 Officer College of DuPage • 425  
Fawell Blvd., IRC 1028 • Glen Ellyn, IL 60137  
E-mail: bentej@cod.edu • Phone: 630-942-2409

Luceat Lux Vestra

-----Original Message-----

From: Susan Pyne-Torres  
Sent: Monday, June 27, 2022 1:09 PM  
To: Brady, Scott ; Bente, James ; Invoicing  
Cc: Office of the President  
Subject: [External] Invoice D15704

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Greetings College of DuPage

This email is being sent to inform you that the FY 22-23 Membership Dues has been posted to your account with the Higher Learning Commission. Below you will see the invoice number. Attached is the .pdf image of the document.

Invoice Number D15704

Dues and Fees for member institutions are calculated based on data submitted during HLC's Annual Institutional Update. Any changes to FTE or additional locations since that submission will not be reflected on your current invoice.

The attached link will provide our current Dues and Fees schedule along with information on how we calculate the fees for locations and campuses if applicable:

<https://www.hlcommission.org/Accreditation/dues-and-fees-schedule.html>

Please note ACH instructions can be found on the face of the invoice. If you have questions or concerns, please contact the Finance department at [finance@hlcommission.org](mailto:finance@hlcommission.org).

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**1 attachment**

HLC Check Request 07.01.22 - with BWC sign.pdf