

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086877

Vendor Name: NASFAA

Invoice Number: 80203-220701

Invoice Date: 4/18/2022

PO Number: P0003517

Check Number: E0090066

Check Amount: \$ 5,863.00

Check Date: 06/15/2022

Voucher Number: V0741408

Document Type: AP Invoice

Document Below



1801 PENNSYLVANIA AVENUE NW, SUITE 850, WASHINGTON, DC 20006-3606  
(202) 785-0453 x1 | FAX: (202) 785-1487 | EMAIL: [MEMBERSHIP@NASFAA.ORG](mailto:MEMBERSHIP@NASFAA.ORG)

## ANNUAL MEMBERSHIP DUES INVOICE

**Sold** Mrs. Nishia Ikezoe Heard (Member ID 246439)  
**To:** Senior Director, Student Financial Assistance,  
Veteran Services & Scholarships  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

**Secondary** Ms. Lauren Ryan (Member ID 237277)  
**Contact:** Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

NASFAA Fed. Tax ID	Date	Invoice Number	Invoice Status	Due Date	
83-0211970	4/18/2022	80203-220701	Open	Due Upon Receipt	
<input checked="" type="checkbox"/>	2022-2023 NASFAA Membership Dues effective through 6/30/2023  NASFAA Value Plus Membership 2022-2023: \$3,463.00 (\$1,968.00 + \$1,495.00)				\$3,463.00
<input type="checkbox"/>	Add-On Packages  Webinar Package 2022-2023: \$499.00  <input type="checkbox"/> Compliance Engine P&P Builder 2022-2023: \$99.00				
<input type="checkbox"/>	Prepay Training Option  Add the amount specified to this payment to be used for expenses during the fiscal year.				
<input checked="" type="checkbox"/> By renewing NASFAA membership, you and/or your institution acknowledge NASFAA's Statement of Ethical Principles and agree to adhere to the Code of Conduct. Please review information at <a href="http://www.NASFAA.org/ethics">www.NASFAA.org/ethics</a> .				Subtotal	\$3,463.00
				Amount Received	\$0.00
				Amount Due	\$3,463.00

### Special Instructions

Remit to our address: NASFAA, 1801 Pennsylvania Avenue NW, Suite 850, Washington, DC 20006-3606. Download a W9 PDF as needed at [www.nasfaa.org/w9](http://www.nasfaa.org/w9). Send this form with payment; keep a copy for your records.

Date: 06/09/2022

Purchase Order #: P0003517  
Transaction #: 2906160  
Requested By: Claude Waller  
Requester Email: [wallercl10@cod.edu](mailto:wallercl10@cod.edu)  
Authorized By: Amber Kalish

Payment Method: ☐ Check Enclosed ☐ AMEX ☐ Discover ☐ Visa ☐ MasterCard

Name On Card: Card Number: Security Code:

Expiration Date: Signature:

Cardholder's Phone Number: Amount to be Charged:

## 2022-23 Options for Institutional Members

Membership dues include benefits for twelve months, July 1 to June 30.

If joining mid-year, Standard Dues are pro-rated.

Standard Dues		Optional Add-ons			
Dues Calculation for all Institutions Base Fee + FTE x 9.1%		P&P Builder	Webinar Package	Value Package	Value Plus Package (Includes P&P Builder, Webinars, Value Package, and more!)
\$840	+ FTE x 9.5%	\$99	\$499	\$550	\$1,495

### Standard Membership

This is our basic membership. If you want to purchase additional services, you can do so at any time and pay the à la carte price for that product or service.

- Includes *unlimited* Today's News subscriptions.
- Includes unlimited access to the Compliance Engine checklists
- Includes unlimited access to the AskRegs Knowledgebase.
- Includes unlimited access to the NASFAA website, where many additional products and services are available at no additional cost.

### Value Membership

Offers discounted access to select training materials for you and your staff!

- As with Standard, the Value package includes *unlimited* Today's News, AskRegs Knowledgebase, Compliance Engine checklists, and website access.
- Includes unlimited access to 6 NASFAA U Self-Study Guides as downloadable PDFs, described below. **Value: \$654/staff member**
- 5% off Conference registrations, beyond the first registration, for the 2023 NASFAA Conference. Does NOT include on-site registrations. **Value: \$30/registant**
- 5% off Career Center job postings **Value: \$13/posting**

### Value Plus Membership

Developed for institutions that need even more access to NASFAA's training resources.

- As with Standard, the Value Plus package includes *unlimited* Today's News, AskRegs Knowledgebase, Compliance Engine checklists, and website access.
- Also includes the Webinar Package, described below. **Value: \$499**
- Includes the Policies & Procedures Builder. **Value: \$99**
- Includes unlimited access to all NASFAA U Self-Study Guides as downloadable PDFs. **Value: \$1,962/staff member!**
- 10% off Conference registrations, beyond the first registration, for the 2023 NASFAA Conference. Does NOT include on-site registrations. **Value: \$60/registant**
- 10% off Career Center job postings. **Value: \$27/posting**

### P&P Builder

The P&P Builder, a Compliance Engine add-on module, guides you step-by-step through the creation of a centralized, accessible policies and procedures manual.

### Webinar Package

The Webinar Package includes all fee-based Webinars offered between July 1 and June 30 each year. For 2022-23, twelve (12) paid Webinars are planned. The package also includes unlimited site licenses, which means everyone at your institution or organization with a *myNASFAA* account can participate from their own computer when they register for the live event or watch the on-demand version. Live Webinars are archived for up to one year, though they may be removed if regulations change.

### NASFAA U Self-Study Guides

The Value Package includes the first six guides in the NASFAA U Self-Study Guide series: *Overview of the Financial Aid Process*, *Application Process*, *Student Eligibility*, *Cost of Attendance*, *Need Analysis: Federal & Institutional*, and *Verification*. With this package, you can download the PDFs from the online store and make unlimited copies for you and your staff. The Value Plus Package includes all of the guides. For a complete list of Self-Study Guides, please visit the NASFAA website.

**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>National Association of Student Financial Aid Administrators</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>1801 Pennsylvania Avenue NW Suite 850</b>	<b>Requester's name and address (optional)</b>
<b>6</b> City, state, and ZIP code <b>Washington, DC 20006-3606</b>	
<b>7</b> List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
				-				
<b>or</b>								
<b>Employer identification number</b>								
8	3	-	0	2	1	1	9	7 0

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ► <i>Robyn Washington</i>	Date ► <i>1/18/2022</i>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**"Waller, Claude"** <wallerc10@cod.edu>

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**NASFAA Dues Invoice with PO#**

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**"Waller, Claude"** <wallerc10@cod.edu>

Thu, Jun 9, 2022 at 09:04 PM GMT

CC: Ikezoe Heard, Nishia <ikezoeheardn@cod.edu>

BCC:

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**1 attachment**

NASFAA Dues Invoice with PO\_060922.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1086877  
Vendor Name: NASFAA  
Invoice Number: B246439-220422  
Invoice Date: 6/9/2022  
PO Number: P0003516  
Check Number: E0090066  
Check Amount: \$ 5,863.00  
Check Date: 06/15/2022  
Voucher Number: V0741409  
Document Type: AP Invoice

Document Below

**Purchase Order****Purchase Order #: P0003516****Order Total: 2,400.00 USD**

NASFAA

**Check enclosed request - Needs payment for  
upcoming renewal. 6-9-2022 AK****Date:** 06/09/2022  
**Transaction #:** 2898973  
**Authorized By:** Amber Kalish**Requested By:** Claude Waller  
**Requester Email:** wallerc10@cod.edu  
**Phone:** 630-942-2267**CONFIRMING REQUEST****Supplier Address:**NASFAA  
1801 Pennsylvania Ave NW  
Ste 850  
Washington, DC 20006  
United States  
Attn: Unknown Unknown  
Phone: 999-999-9999**Ship To:**College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Claude Waller  
Phone: 630-942-2238**Bill To:**College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: invoicing@cod.edu  
Phone: 630-942-2228**Order Comments:** Invoice B246439-220422

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		NASFAA Unlimited Professional Credentials Package	Each	1	2,400.00 USD	2,400.00 USD
Ship To Attn: Claude Waller						

**Subtotal:** 2,400.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 2,400.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

9. All shipments are accepted subject to inspection and approval by College of DuPage.

10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Powered By: ESM Solutions.



"Kalish, Amber" <kalisha@cod.edu>

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Check enclosed P0003516 Claude Waller.pdf

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"Kalish, Amber" <kalisha@cod.edu>

Thu, Jun 9, 2022 at 08:37 PM GMT

CC: Waller, Claude <wallerc10@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Claude Waller. Kindly work directly with him as needed.

Thank you.

Best,

Amber Kalish

*Procurement Services Assistant*

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: ( 630) 942.2813 | [kalisha@cod.edu](mailto:kalisha@cod.edu)

***[Click Here](#) for current bids/Rfps!***

***COD: Check out our [Team Site](#)!***

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**2 attachments**

image001.jpg

P0003516.pdf

Invoice ID: 0500-1244-1881



NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
1801 Pennsylvania Avenue NW, Suite 850, Washington, DC 20006-3606  
(202) 785-0453 Ext. 1 Fax (202) 785-1487 Email: [membership@nasfaa.org](mailto:membership@nasfaa.org)

## Invoice

**Sold** Mrs. Nishia Ikezoe Heard (Member ID 248439)  
**To:** Senior Director, Student Financial Assistance,  
Veteran Services & Scholarships  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

**Ship** Mrs. Nishia Ikezoe Heard (Member ID 248439)  
**To:** Senior Director, Student Financial Assistance,  
Veteran Services & Scholarships  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

NASFAA Fed. Tax ID	Purchase Order No.	Order Date	Invoice Number	Due Date	
83-0211970		4/22/2022	B246439-220422	Due Upon Receipt	
Qty	Description			Unit Price	Extended Price
	Exam				
1	NASFAA Unlimited Professional Credentials Package			\$2,400.00	\$2,400.00
				Subtotal	\$2,400.00
				Amount Received	\$0.00
				Amount Due	\$2,400.00

Payment Method: ☐ Check Enclosed ☐ AMEX ☐ Discover ☐ Visa ☐ MasterCard

Name On Card: \_\_\_\_\_ Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_ Amount to be Charged: \_\_\_\_\_