

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085849
Vendor Name: Higher Learning Commission
Invoice Number: H16282
Invoice Date: 7/31/2022
PO Number:
Check Number: 0301513
Check Amount: \$ 11,953.90
Check Date: 08/09/2022
Voucher Number: V0749435
Document Type: AP Invoice

Document Below



Invoice Number: H16282
Invoice Date: 7/31/2022
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
1	Comprehensive Visit-Team Expenses TEAM MEMBERS; Jennifer McConville, Jill Carlson, Michael Derden, Bradford Hodson, and Stephanie Ferguson	\$11,953.90	\$11,953.90

TOTAL INVOICE: \$11,953.90

HLC reimburses team-members for travel related expenses. Our policy requires that any request for reimbursement is supported by original receipts for all items over \$25.

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
or
312-881-8119

Nicole Weatherspoon <nweatherspoon@hlcommission.org>

[External] Invoice H16282

Nicole Weatherspoon <nweatherspoon@hlcommission.org>

Fri, Aug 5, 2022 at 04:27 PM GMT

CC: Office of the President <president@cod.edu>

BCC:

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 a new invoice has been posted to your account with the Higher Learning Commission. Below you will see the invoice number. Attached is .pdf image of the document.

Invoice Number H16282

If you are not the correct person to receive this email, please provide an updated contact.

<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.

Thank you

The information contained in this communication is confidential and intended only for the use of the recipient named above, and may be legally privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please resend it to the sender and delete the original message and copy of it from your computer system. Opinions, conclusions and other information in this message that do not relate to our official business should be understood as neither given nor endorsed by the organization.

1 attachment

The Higher Learning Commission_H16282.pdf

Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 8/9/2022 Vendor ID: 1085849 Vendor Name: Higher Learning Commission

Payee Address: 230 South LaSalle St, Ste 7-500, Chicago, IL 60604-1411 Payment Due Date: 8/9/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
H16282	01-80-00817-5302001	Consultant Fees	11,953.90
Total			\$ 11,953.90

Check the appropriate box below:

- ☒ 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.

Description on Check:

INV#H16282

Other Instructions:

All requests will require the following approvals:

Requester: Kathy Cosentino Digitally signed by Kathy Cosentino
Date: 2022.08.09 08:04:42 -05'00' Print Name: Kathy Cosentino

Budget Officer: James R. Bente Digitally signed by James R. Bente
Date: 2022.08.09 09:31:39 -05'00' Print Name: James Bente

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): James R. Bente Digitally signed by James R. Bente
Date: 2022.08.09 09:31:39 -05'00' Print Name: James Bente

Area Cabinet Officer (only required if request is \$10,000 and over): James R. Bente Digitally signed by James R. Bente
Date: 2022.08.09 09:31:39 -05'00' Print Name: James Bente

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (*cont.*)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



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