

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1663812  
Vendor Name: Boardvitals, Inc  
Invoice Number: 7814  
Invoice Date: 7/18/2022  
PO Number: P0003988  
Check Number: 0301626  
Check Amount: \$ 2,368.00  
Check Date: 08/16/2022  
Voucher Number: V0749741  
Document Type: AP Invoice

Document Below

Name BoardVitals Inc.  
 Address P.O Box 419586  
 City, State Boston, MA 02241-9586



# INVOICE

**INVOICE TO:** Anna Campbell, MSeD, CST/CSFA, CSPDT  
 Name College of DuPage  
 Address 425 Fawell Blvd  
 City, State Glen Ellyn, IL 60137  
 (630)942-2419  
 campbella86@cod.edu

**SHIPPED TO:**

INVOICE DATE	July 18, 2022
INVOICE NO.	7814
YOUR ORDER NO.	P0003988
TERMS	Net 90
SALES REP	Lisa Sweeney
SHIPPED VIA	
F.O.B.	
PREPAID or COLLECT	

QUANTITY	DESCRIPTION	LIST PRICE	AMOUNT
1	1 Year of BoardVitals Surgical Technologist Question Bank 8/1/22 - 7/31/23 Up to 45 students a year includes admins/instructors  <b>If Paying by Check, Please Remit Payment To:</b>  <b>Board Vitals, Inc.</b> <b>P.O Box 419586</b> <b>Boston, MA 02241-9586</b>	\$ 2,368.00	\$2,368.00
Payment Details:		SUBTOTAL	\$ 2,368.00
		TAX	0.00
		FREIGHT	
		<b>Amount Due</b>	\$2,368.00

**DIRECT ALL INQUIRIES TO:**  
 Lisa Sweeney  
 email: lisa@boardvitals.com

**THANK YOU FOR YOUR BUSINESS!**

Lisa Sweeney <lisa@boardvitals.com>

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**[External] RE: College of DuPage PO# P0003988**

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Lisa Sweeney <lisa@boardvitals.com>

Fri, Aug 5, 2022 at 02:08 PM GMT

CC: Santos, Christine <santosc489@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.

Thank you

Lisa Sweeney

Business Development Associate, BoardVitals

[lisa@boardvitals.com](mailto:lisa@boardvitals.com)

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**From:** Kalish, Amber <kalisha@cod.edu>  
**Sent:** Thursday, August 4, 2022 4:12 PM  
**To:** Lisa Sweeney <lisa@boardvitals.com>  
**Cc:** Santos, Christine <santosc489@cod.edu>  
**Subject:** [EXTERNAL] College of DuPage PO# P0003988

**SECURITY WARNING:** External email. Please verify the sender's intent before opening attachments or clicking on links and never provide your username and password after clicking a link or opening an attachment in an email.

**For additional information, please visit the [Recognize and Avoid Phishing Scams](#) page.**

Dear Vendor,

Please review referenced below and confirm receipt of PO **(Reply ALL)** and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm  
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

**Procurement Services does not process payments.**

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)** to ensure proper approval routing and expedited payments.

#### **Submission of Invoices Instructions**

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- **One invoice per e-mail is required**
- Non-PO invoices must contain department number for proper routing of approvals

**Safer, Efficient, and Expedited Payments**

### **ACH Payments**

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to [purchasing@cod.edu](mailto:purchasing@cod.edu)

**Invoice questions? Contact Accounts Payable at [acctpay@cod.edu](mailto:acctpay@cod.edu) or 630-942-2228**

***Thank you!***

### ***Procurement Services***

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)

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### **5 attachments**

image004.png

image002.png

image003.png

Invoice - 7814 - College of DuPage.pdf

image001.png