

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084068
Vendor Name: Carol Stream Chamber of Commerce
Invoice Number: 8971
Invoice Date: 7/8/2022
PO Number: P0003915
Check Number: 0301633
Check Amount: \$ 500.00
Check Date: 08/16/2022
Voucher Number: V0749640
Document Type: AP Invoice

Document Below



Carol Stream Chamber of Commerce
150 S. Gary Avenue
(Located inside the Holiday Inn & Suites)
Carol Stream, IL 60188
(630) 665-3325 | fax: (630) 665-6965
info@carolstreamchamber.com

Invoice

Invoice Date: 7/8/2022
Invoice Number: 8971

College of DuPage Carol Stream Center
Danielle Kuglin Seago
425 Fawell Boulevard
Glen Ellyn, IL 60137

		Terms	Due Date
		Due on receipt	10/8/2022
Description	Quantity	Rate	Amount
Golf Ball Partner	1	\$500.00	\$500.00
Subtotal:			\$500.00
Tax:			\$0.00
Total:			\$500.00
Payment/Credit Applied:			\$0.00
Balance:			\$500.00

"Nava, Ileana" <navai278@cod.edu>

FW: [External] RE: College of DuPage PO# P0003915

"Nava, Ileana" <navai278@cod.edu>

Tue, Aug 9, 2022 at 07:11 PM GMT

CC:

BCC:

Please process at your earliest convenience.

Thank you,

Ileana

Ileana Nava, Program Assistant

navai278@cod.edu | project-hire-ed@cod.edu

630.942.2953 (o) | 630.708.8707 (v)

From: Carol Stream Chamber <info@carolstreamchamber.com>

Sent: Monday, August 1, 2022 10:32 AM

To: Nava, Ileana <navai278@cod.edu>

Subject: [External] RE: College of DuPage PO# P0003915

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.

Confirmed receipt

Best regards,

Miriam

Miriam Jones, CEO

Proudly serving Carol Stream and the Greater Carol Stream Community

Located in the Holiday Inn & Suites, 150 S. Gary Ave, Carol Stream IL 60188

o: 630.665.3325

info@carolstreamchamber.com

www.carolstreamchamber.com

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"You can't change the music of your soul." Katharine Hepburn

From: Nava, Ileana <navai278@cod.edu>
Sent: Thursday, July 28, 2022 3:34 PM
To: Carol Stream Chamber <info@carolstreamchamber.com>
Subject: FW: College of DuPage PO# P0003915

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** 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

Invoice questions? Contact Accounts Payable at acctpay@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu

5 attachments

image003.jpg

Invoice Number 8971 for Golf Ball Partner 500.00.pdf

image001.jpg

image002.png

~WRD0003.jpg