

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1081529
Vendor Name: ACCED-International
Invoice Number: 300003587
Invoice Date: 8/1/2022
PO Number: P0004000
Check Number: E0090892
Check Amount: \$ 925.00
Check Date: 08/10/2022
Voucher Number: V0749408
Document Type: AP Invoice

Document Below



Association of Collegiate Conference
and Events Directors - International

Invoice

Date	Invoice #
8/1/2022	300003587

Remit Payment to: **ACCED-I**
1001-A E. Harmony Road, #516
Fort Collins, CO 80525

Bill To
Sandra Carbon-Sheldon College of DuPage Conference and Event Service 425 Fawell Blvd BIC 1424 Glen Ellyn, IL 60137 United States

Member Information
Ms. Sandra Carbon-Sheldon College of DuPage Conference and Event Services 425 Fawell Blvd - BIC 1424 Glen Ellyn, IL 60137 United States

PO Number	Terms	Membership Expiration Date
P0004000	Due on receipt	9/6/2022

Date	Description	Amount
8/1/2022	Institutional Membership - 04 Members	\$925.00
	Total	\$925.00
	Balance Due	\$925.00

Thank you for your support of ACCED-I.

All prices in USD. ACCED-I accepts checks and all major credit cards. Log in to your account to pay online.

If you have any questions, please contact us at 970-449-4960 or via email at Sandy@acced-i.org.

Sandy Brock <sandy@acced-i.org>

[External] RE: College of DuPage PO# P0004000

Sandy Brock <sandy@acced-i.org>

Mon, Aug 8, 2022 at 02:57 PM GMT

CC: Carbon-Sheldon, Sandra <carbon@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.

Dear Amber,

I've attached the membership dues invoice with the PO number. Please let me know if you need anything else.

Kind regards,

Sandy

Sandy Brock

Meetings, Membership & Accounting Coordinator

Association of Collegiate Conference and Events Directors-International (ACCED-I)

New Mailing Address: 1001-A E. Harmony Rd. #516 | Fort Collins, CO | 80525

Phone: 970-449-4960 | Sandy@acced-i.org | www.acced-i.org

From: Kalish, Amber <kalisha@cod.edu >
Sent: Monday, August 8, 2022 7:51 AM
To: sandy@acced-i.org
Cc: Carbon-Sheldon, Sandra <carbon@cod.edu >
Subject: College of DuPage PO# P0004000

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

2 attachments

ACCED-I Invoice No. 300003587 - College of DuPage, Membership dues invoice.pdf

image001.jpg



Association of Collegiate Conference
and Events Directors - International

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