

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1519242

Vendor Name: College and University Professional Ass

Invoice Number: 1226-2024

Invoice Date: 5/8/2023

PO Number:

Check Number: 0312384

Check Amount: \$ 2,650.00

Check Date: 06/06/2023

Voucher Number: V0786323

Document Type: AP Invoice

Document Below

## 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: \_\_\_\_\_ Vendor ID: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

Other Instructions:

### All requests will require the following approvals:

Requester: Marianne Fay Print Name: \_\_\_\_\_

Budget Officer: Alma Camarena Print Name: Alma Camarena

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): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

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](mailto:invoicing@cod.edu)**



**College and University Professional  
Association for Human Resources**

# INVOICE

For Annual Membership  
July 1, 2023 - June 30, 2024

Marianne Fay  
Administrative Assistant V - Human Resources  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137-6599

Invoice: 1226-2024  
Invoice Date: 5/8/2023  
Due Date: 06/30/2023

The person above is the membership contact and is responsible for ensuring membership dues are paid. Learn more or change the contact person at [www.cupahr.org/membershipcontact](http://www.cupahr.org/membershipcontact).

Description	Amount Due
Membership Dues for College of DuPage	\$2,650.00

To pay online, visit [www.cupahr.org/paydues](http://www.cupahr.org/paydues) and sign in using the dues payment username and password listed below.

Dues Payment Username: 1226  
Dues Payment Password: CUPADues1226 (case sensitive)

To pay by check, make check payable to CUPA-HR and mail to:  
CUPA-HR  
P.O. Box 306257  
Nashville, TN 37230-6257

**This membership currently serves 16 people on the membership roster; however, the roster can have an unlimited number of people.**

**Questions?** Contact CUPA-HR at **877-287-2474** or [memberservice@cupahr.org](mailto:memberservice@cupahr.org).

*CUPA-HR membership dues are not deductible for federal income tax purposes but may be deductible as a general business expense. CUPA-HR's **W-9** Form can be found online at [www.cupahr.org/W9](http://www.cupahr.org/W9).*

**CUPA-HR FEIN: 59-0976133**

"Fay, Marianne" <faym296@cod.edu>

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**CUPA invoice and Ck request**

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"Fay, Marianne" <faym296@cod.edu>

Fri, May 12, 2023 at 07:15 PM UTC

CC:

BCC:

Good afternoon:

Please process for payment.

Thank you,

Marianne

**Marianne Fay**

**Administrative Assistant V – Human Resources**

College of DuPage 425 Fawell Blvd SRC 2134 Glen Ellyn, IL 60137

630-942-4272 (phone)

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**2 attachments**

image001.png

Cupa Ck request and invoice 2024.pdf