

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1572981  
Vendor Name: Ronda Ansted,D/B/A Be The Change Soluti  
Invoice Number: 139  
Invoice Date: 4/24/2023  
PO Number: P0007344  
Check Number: E0095733  
Check Amount: \$ 9,995.95  
Check Date: 06/14/2023  
Voucher Number: V0789035  
Document Type: AP Invoice

Document Below

INVOICE #139

P.O.#

# Be the Change Career Consulting

15 P Laurel Hill Road  
Greenbelt, MD 20770  
301-875-1298

April 24, 2023

## BILL TO

College of DuPage  
Counseling & Advising Center

## FOR

My Career Design Studio Annual  
License from July 1, 2023-June 30,  
2024. Quote is valid through July  
1, 2023

## DESCRIPTION

## AMOUNT

Annual 5,001-15,000 license plan

\$9,995.95

SUBTOTAL \$9,995.95

TOTAL \$9,995.95

Make all checks payable to Be the Change Career Consulting. International Wire Information:  
Receiving Bank: EagleBank Bethesda Maryland; SWIFT: EAGEUS33; Beneficiary Bank:  
EagleBank ; Beneficiary: Ronda Ansted, Routing #: 055003298; Account # (Identifier):  
0200312973. If you have any questions, contact Ronda Ansted at  
ronda@bethechangecareers.com

**THANK YOU FOR YOUR BUSINESS!**

"Bures, Tina" <buresk156@cod.edu>

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**FW: College of DuPage PO No. P0007344 for My Career Design Studio Licenses**

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"Bures, Tina" <buresk156@cod.edu>

Wed, Jun 7, 2023 at 07:34 PM UTC

CC:

BCC:

Hello,

Please process the attached on behalf of Ronda Ansted dba My Career Design Studio (copied here).

Thank you,

**Tina Bures**

*Administrative Assistant to Dr. Jorge Nieto*

*Associate VP – Academic Affairs*

[buresk156@cod.edu](mailto:buresk156@cod.edu)

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**From:** Casey, Kevin <caseyk650@cod.edu>

**Sent:** Thursday, May 25, 2023 1:27 PM

**To:** ronda@bethechangecareers.com

**Cc:** Bures, Tina <buresk156@cod.edu>

**Subject:** College of DuPage PO No. P0007344 for My Career Design Studio Licenses

Dear Vendor,

Please confirm receipt of PO (Reply ALL) and process accordingly.

Kindly follow thread below to view the College of DuPage (COD) Purchase Order presented 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 [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228

***Thank you!***

***Procurement Services***

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

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**3 attachments**

My Career Design Studio Invoice FY24.pdf

image001.jpg

P0007344.pdf