

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086454
Vendor Name: Institute of International Education
Invoice Number: 291
Invoice Date: 8/31/2023
PO Number:
Check Number: 0317990
Check Amount: \$ 375.00
Check Date: 10/11/2023
Voucher Number: V0803853
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: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

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

Check Request Form (*cont.*)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

From: noreply@membershipsoftware.org on behalf of Membership@iie.org
To: [Kerby, Susan](#)
Subject: [External] Membership Renew Confirmation
Date: Thursday, August 31, 2023 8:36:55 AM

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 for completing your membership renewal. An invoice has been generated for your membership dues and can be found below or by logging into the [IIE member portal](#) and navigating to "My Invoices". Please remit payment as soon as possible.

IIE Memberships logo



INVOICE

8/31/2023 9:36:53 AM
Invoice No: 291
Member ID: 358
Contact ID: 530

Bill To:

College of DuPage
Attn: Susan Kerby
425 Fawell Blvd
BIC 3520
Glen Ellyn, IL 60137

Remit Payment To:
Institute of International Education
c/o Member Services
One World Trade Center
36th Floor
New York, NY 10007

DESCRIPTION	UNIT PRICE	QTY	AMOUNT
Member Type: IIENetwork Institutional Member Through 9/30/2024, Member Renew Date: 8/31/2023 TERMS: Due Upon Receipt	\$375.00	1	\$375.00
		Subtotal	\$375.00
		Sales Tax	\$0.00
		Prior Payments	\$0.00
		TOTAL DUE	\$375.00

Notes:

Member Type: IIENetwork Institutional Member
Membership Expiration Date: 9/30/2024 12:00:00 AM

All payments are in USD.

Payment Methods:

Credit Card	Log in to your membership account to make your credit card payment.
ACH / Wire Transfer	<p>If paying via a Wire Transfer, add \$35 to cover this transfer fee. Please indicate which membership program the payment is for by putting "IIENetwork" or "Global E3" in the memo line.</p> <p>Bank: JPMorgan Chase New York, NY 10017 Account Number: 134677846 Account Holder: Institute of International Education Inc. One World Trade Center, 36th Floor New York, NY 10017-3580 Routing Number ACH/EFT: 021000021 Swift Code: CHASUS33 International Wires</p>
Check	<p>Make payable to "Institute of International Education", indicate which membership program the payment is for by putting "IIENetwork" or "Global E3" in the memo line, and enclose a copy of your invoice with your mailed check.</p> <p>Mail to: Institute of International Education (IIE) One World Trade Center, 36th Floor New York, NY 10017-3580</p>

"Kerby, Susan" <kerbys@cod.edu>

FW: Check Request - IIE Dues

"Kerby, Susan" <kerbys@cod.edu>

Wed, Sep 20, 2023 at 06:11 PM UTC

CC:

BCC:

I am not seeing this show up on our account and IIE has not received renewal yet. Can you check into it? Thanks.

Sue Kerby

College of DuPage Coordinator of Study Abroad

(630) 942-3078, BIC 3520

<https://cod.edu/field>

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From: McKellin, Maren <mckellin@cod.edu>

Sent: Thursday, August 31, 2023 10:22 AM

To: Invoicing <invoicing@cod.edu>

Cc: Kerby, Susan <kerbys@cod.edu>

Subject: Check Request - IIE Dues

Hello. Please pay the attached.

Thank you,

Maren

1 attachment

IIE 2023 2024 Dues.pdf