

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1602158
Vendor Name: College Aid Services LLC
Invoice Number: 2065
Invoice Date: 10/19/2023
PO Number: B0001654
Check Number: E0097756
Check Amount: \$ 3,875.00
Check Date: 10/25/2023
Voucher Number: V0807089
Document Type: AP Invoice

Document Below

CollegeAidServices, LLC
478 E Altamonte Dr Ste 304
Altamonte Springs, FL 32701
US



College Aid Services

Invoice

BO # B0001654

+1 8334382271

finance@collegeaidservices.net

www.collegeaidservices.net

BILL TO

Melissa Doguim
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2065	09/11/2023	\$3,875.00	11/10/2023	Net 60	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/28/2023	Interim Compliance Administrator, Financial Aid	[Aug 28 – Sept 8]	31:00	125.00	3,875.00
09/05/2023	Client Project Management	COD Project Meeting with Alexis	0:15	0.00	0.00

Billing Period: 8/26 to 9/08/23

BALANCE DUE

\$3,875.00

Effective 7/29/23, you'll see a new item listed on invoices and in the hours detail spreadsheet (Project Management). These items are to showcase the time spent by our VP of Client Partnerships to ensure your

"Zerrudo, Marivic" <zerrudom@cod.edu>

FW: Manual Check Run Request for College Aid Services

"Zerrudo, Marivic" <zerrudom@cod.edu>

Thu, Oct 19, 2023 at 08:49 PM UTC

CC:

BCC:

From: Humphrey, Vera <humphreyv@cod.edu>

Sent: Thursday, October 19, 2023 3:44 PM

To: Sekerka, Joyce <sekerkaj@cod.edu>; Zerrudo, Marivic <zerrudom@cod.edu>

Cc: Doguim, Melissa <doguimm@cod.edu>

Subject: FW: Manual Check Run Request for College Aid Services

Hi Joyce and Marivic,

Ellen has approved. Please see string of emails below.

Thank you,

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

From: Roberts, Ellen <roberts@cod.edu>
Sent: Thursday, October 19, 2023 3:41 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Manual Check Run Request for College Aid Services

Good afternoon, Vera –

Attached please find the approved request.

Thank you,

Ellen

Ellen M. Roberts

Vice President, Administrative Affairs

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

roberts@cod.edu

630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, October 19, 2023 3:36 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Check Run Request for College Aid Services
Importance: High

Hi Ellen,

For your approval. Please see below.

Thank you,

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

From: Doguim, Melissa <doguimm@cod.edu>
Sent: Thursday, October 19, 2023 3:27 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: Manual Check Run Request for College Aid Services
Importance: High

Hello, Vera,

I hope you're having a good Thursday. I'm looking for your help with something.

We have a payment due to College Aid Services and the due date is November 10, but the next payment check run is November 15th. Marivic just informed me that in order to get our check sent out for the attached invoice via "manual run" before the next regular check run, we would need Ellen Robert's permission.

It is important for us to maintain our good relationship with College Aid Services, and we'd like to get their payment to them before the due date if possible.

Thanks in advance for your help!

Thank you,

Melissa Doguim

Administrative Assistant V to:

Assistant Provost, Student Affairs - Dr. Diana Del Rosario

Offices of the Provost, Academic Affairs and Student Affairs Administration

BIC 3400

From: Zerrudo, Marivic <zerrudom@cod.edu>
Sent: Thursday, October 19, 2023 2:46 PM
To: Doguim, Melissa <doguimm@cod.edu>
Subject: RE: Urgent Check Run Question

The next check run is on 11/15

From: Doguim, Melissa <doguimm@cod.edu>
Sent: Thursday, October 19, 2023 2:38 PM
To: Zerrudo, Marivic <zerrudom@cod.edu>; Accounts Payable <acctpay@cod.edu>
Subject: RE: Urgent Check Run Question

When is next month's check run? Would it go out in time for the vendor to get their payment by the due date of 11/10?

Thank you,

Melissa Doguim

Administrative Assistant V to:

Assistant Provost, Student Affairs - Dr. Diana Del Rosario

Offices of the Provost, Academic Affairs and Student Affairs Administration

BIC 3400

From: Zerrudo, Marivic <zerrudom@cod.edu>

Sent: Thursday, October 19, 2023 10:02 AM

To: Doguim, Melissa <doguimm@cod.edu>; Accounts Payable <acctpay@cod.edu>

Subject: RE: Urgent Check Run Question

Hi Melissa,

Yes, we already did this month's check run.

Any manual check payment outside of our pay cycle must have an approval from Ellen Roberts.

Please send an email to Vera Humphrey, attach the invoice or check request and the reason for a manual check. Vera will request approval from Ellen.

Thank you

Marivic Zerrudo

Accounts Payable Specialist

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

From: Doguim, Melissa <doguimm@cod.edu>

Sent: Thursday, October 19, 2023 9:57 AM

To: Zerrudo, Marivic <zerrudom@cod.edu>; Accounts Payable <acctpays@cod.edu>

Subject: Urgent Check Run Question

Importance: High

Hello Accounts Payable Team/Marivic,

has the check run already gone out for this month? I have an invoice I need to submit for payment with a due date of 11/10 for \$3,875 and just was hoping we can get payment out in time.

I'm working on getting the invoice sent to you today.

Thank you,

Melissa Doguim

Administrative Assistant V to:

Assistant Provost, Student Affairs - Dr. Diana Del Rosario

Offices of the Provost/Academic and Student Affairs Administration, BIC3400

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

630-942-3687

doguimm@cod.edu

My Personal Office Hours: M-F 8:30 am – 5:00 pm

Remote Days: First week of the month only – ***Fridays***/all other weeks of the month – ***Thursdays***

Days on campus: M-Th (only first week of month); M-W + F (all other weeks of month)

3 attachments

image002.jpg

Invoice_2065__DOS 8-26 to 9-8-2023_from_CollegeAidServices_LLC_DDR.pdf

image003.png