

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1086312  
Vendor Name: Ieee  
Invoice Number: 2530084  
Invoice Date: 9/16/2024  
PO Number: P0013740  
Check Number: E0103331  
Check Amount: \$ 32.00  
Check Date: 09/24/2024  
Voucher Number: V0852386  
Document Type: AP Invoice

Document Below



# Invoice

Expiration Date: 16-December-2024  
Statement Date: 16-September-2024  
Group Statement Number: 2530084-2025-GP01  
Account Number: 2530084

Bill To: College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
USA

Quantity	Item Description	Amount
1	2025 IEEE Membership	\$32.00

Subtotal	\$32.00
Wire Fee	\$0.00
Total (USD)	\$32.00

Tax IDs for The Institute of Electrical & Electronics Engineers, Inc.:

**U.S. Taxpayer ID #: 13-1656633**

Please use the following to remit your payment via bank/wire transfer/ACH:

**Bank Name:** Wells Fargo Bank  
**Bank Address:** 420 Montgomery Street, San Francisco, CA 94104  
**Account Name:** IEEE  
**Account Number:** 2011306738416  
**ABA or R/T Number:** 121000248  
**Swift Number:** WFBUS6S

Thank you for using our Group Statement process!  
445 Hoes Lane, Piscataway, NJ 08854 - [groupinvoice@ieee.org](mailto:groupinvoice@ieee.org)

"Fenwick, Susan" <fenwicks@cod.edu>

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**FW: College of DuPage - PO #P0013740**

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"Fenwick, Susan" <fenwicks@cod.edu>

Wed, Sep 18, 2024 at 02:33 PM UTC

CC: Gonzalez, Gabriel <gonzalezg147@cod.edu>, groupinvoice@ieee.org <groupinvoice@ieee.org>

BCC:

Hello,

Attached is the invoice for membership to IEEE. Please begin the payment process to the vendor.

Thank you,

Susan Fenwick

STEM Student Success Coach

College of DuPage, BIC 2H11,A

425 Fawell Blvd, Glen Ellyn, IL 60137

P: 630-942-4226 E: fenwicks@cod.edu

[www.cod.edu/s-stem](http://www.cod.edu/s-stem) [www.cod.edu/puma-stem](http://www.cod.edu/puma-stem)

Pronouns: she/her/hers

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**From:** Gonzalez, Gabriel <gonzalezg147@cod.edu>  
**Sent:** Wednesday, September 18, 2024 9:06 AM  
**To:** Fenwick, Susan <fenwicks@cod.edu>  
**Subject:** FW: College of DuPage - PO #P0013740

Good morning Susan,

Just wanted to send this your way for reference, looks like we should be all set! Let me know if you have any questions and have a great rest of your day.

Regards,

**Gabriel Gonzalez** (He/Him)

Administrative Assistant V, STEM Division

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**From:** Fitzpatrick, Kellen <[fitzpatrickk286@cod.edu](mailto:fitzpatrickk286@cod.edu)>  
**Sent:** Wednesday, September 18, 2024 8:52 AM  
**To:** [group-invoice@ieee.org](mailto:group-invoice@ieee.org)  
**Cc:** Gonzalez, Gabriel <[gonzalezg147@cod.edu](mailto:gonzalezg147@cod.edu)>  
**Subject:** College of DuPage - PO #P0013740

Dear Vendor,

Attached is a College of DuPage (COD) Purchase Order for processing.

Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email.

Please work directly with them to ensure this order is processed accordingly.

#### SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

## College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

Warehouse Hours: Monday through Friday: 7:30am to 4:00pm

Shipping & Receiving Questions should be directed to the COD Warehouse at: 630-942-2550

### INVOICE QUESTIONS (Procurement Services does not process payments)

Invoice questions should be directed to the Accounts Payable department at [acctpay@cod.edu](mailto:acctpay@cod.edu) or 630-942-2228.

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**
- One PDF attachment per email

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor 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)

***Thank you!***

***Procurement Services***

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

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**2 attachments**

IEEE Invoice 9.16.24.pdf

image001.png