

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1453131

**Vendor Name:** The NCHERM Group, LLC.

**Check Details:**

**Check Number:** 0337633

**Check Amount:** \$ 25,000.00

**Check Date:** 3/26/2025

**Invoice Details:**

**Invoice Number:** 26285

**Invoice Date:** 11/19/2024

**PO Number:** P0016473

**Voucher Number:** V0879083

**Document Type:** AP Invoice

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**Document Below**



The NCHERM Group, LLC  
475 Allendale Rd, Ste. 200  
King of Prussia, PA 19406

Date: November 19, 2024

Invoice #: 26285

Due: January 18, 2025

**Bill To: Account #343858**

College of DuPage

Glen Ellyn, IL 60137

C/O Bill Dial (dialw@cod.edu)

Qty	Description	Rate	Amount
	Services as Outlined	\$25,000.00	\$25,000.00
			<b>Total Due \$25,000.00</b>

**Description of Services:**

TNG Consulting will provide client with 2 days of in-person ATIXA training on December 11th and December 12th, 2024.

Day One - Implementing the Title IX Regulations for Higher Education

Day Two - ATIXA Applying Policy in Investigations and Determinations Workshop and Town Hall Q & A

Client is responsible for inviting a minimum of 20 outside attendees paying \$1,250 to attend the training. Client receives 10 free seats to the two-day training. If Client falls short of 20 person minimum client is responsible for paying TNG the difference. The client is responsible for collecting money from outside invitees and will pay TNG the \$25,000 training fee directly. Client will be billed after close of the event for any registered attendees over the 20 outside attendees allotted for each course.

The client will pay \$25,000 within 60 days of receiving the invoice.

*Preferred Method of Payment - ACH Payment Instructions*

*Bank Name: JPMorgan Chase Bank, N.A.*

*Bank Address: 345 Park Ave, New York, NY 10154*

*Account Number: 883978626*

*Routing Number: 021000021*

*Account Holder Name: NCHERM GROUP LLC*

*Swift Code: CHASUS33*

*Please make checks payable to The NCHERM Group (EIN # 46-1716106)*

*Remit Payment to: P.O. Box 735280, Chicago, IL 60673-5280*

*Credit card payments are accepted for any payment not exceeding \$5,500*

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

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**ATIXA invoice for processing**

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

Wed, Feb 26, 2025 at 02:22 PM UTC

CC:

BCC:

Good morning:

Please process the attached.

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**

signed NCHERMCheck request and NCHERM Invoice.pdf

image001.png

**From:** [Fay, Marianne](#)  
**To:** [Sekerka, Joyce](#)  
**Cc:** [Nava, Ileana](#)  
**Subject:** FW: Here is the PO: Confirming Order to PO No. P0016473 with The NCHERM Group, LLC  
**Date:** Thursday, March 20, 2025 4:01:05 PM  
**Attachments:** [image002.png](#)

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Hi Joyce:

Here is Bill Dial's approval to process payment to the NCHERM Group, thanks

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**From:** Dial, William <dialw@cod.edu>  
**Sent:** Thursday, March 20, 2025 4:00 PM  
**To:** Fay, Marianne <faym296@cod.edu>  
**Cc:** Nava, Ileana <navai278@cod.edu>  
**Subject:** RE: Here is the PO: Confirming Order to PO No. P0016473 with The NCHERM Group, LLC

Marianne,

The two-day training has been completed in full.

Thank you!

**Bill Dial, PhD, SHRM-CP, PHR**  
**Vice President, Human Resources**  
*Human Resources*  
**College of DuPage**  
(630) 942-2621 | [dialw@cod.edu](mailto:dialw@cod.edu)  
425 Fawell Blvd | SRC 2134 | Glen Ellyn, IL 60137

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**From:** Fay, Marianne <[faym296@cod.edu](mailto:faym296@cod.edu)>  
**Sent:** Thursday, March 20, 2025 3:22 PM  
**To:** Dial, William <[dialw@cod.edu](mailto:dialw@cod.edu)>  
**Cc:** Nava, Ileana <[navai278@cod.edu](mailto:navai278@cod.edu)>  
**Subject:** FW: Here is the PO: Confirming Order to PO No. P0016473 with The NCHERM Group, LLC

Hi Bill:

Can you please reply to this email that the services provided by the NCHERM Group have been rendered, so that I can forward your approval on to Joyce and she will process payment.

Thank you,  
Marianne

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**From:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Sent:** Thursday, March 20, 2025 3:07 PM  
**To:** Fay, Marianne <[faym296@cod.edu](mailto:faym296@cod.edu)>  
**Subject:** RE: Here is the PO: Confirming Order to PO No. P0016473 with The NCHERM Group, LLC

Hi Marianne,

The PO is still outstanding. Can you please confirm the services are being rendered? That way, we can reach out to the warehouse and have received.  
The Budget Officer will need to approve this.

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



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**From:** Fay, Marianne <[faym296@cod.edu](mailto:faym296@cod.edu)>  
**Sent:** Thursday, March 20, 2025 2:51 PM  
**To:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Subject:** Here is the PO: Confirming Order to PO No. P0016473 with The NCHERM Group, LLC

Hi Joyce,

Here is the PO to pay the NCHERM invoice. I have also included the invoice.

Thanks,  
Marianne

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**From:** Casey, Kevin <[caseyk650@cod.edu](mailto:caseyk650@cod.edu)>

**Sent:** Thursday, March 20, 2025 2:48 PM

**To:** Fay, Marianne <[faym296@cod.edu](mailto:faym296@cod.edu)>

**Subject:** Confirming Order to PO No. P0016473 with The NCHERM Group, LLC

Hi Marianne,

Please find attached the Confirming Order to PO No. P0016473 with The NCHERM Group, LLC for ATIXA Training.

Since you have chosen “Confirming”, the attached PO was not sent to the vendor.

Thanks!

**Kevin Casey**

Buyer

College of DuPage

425 Fawell Boulevard, IRC 1001

Glen Ellyn, IL 60137-6599

T: (630) 942-2355

F: (630) 942.4201

[caseyk650@cod.edu](mailto:caseyk650@cod.edu)





The NCHERM Group, LLC  
475 Allendale Rd, Ste. 200  
King of Prussia, PA 19406

Date: November 19, 2024  
Invoice #: 26285  
Due: January 18, 2025

**Bill To: Account #343858**  
College of DuPage  
Glen Ellyn, IL 60137  
C/O Bill Dial (dialw@cod.edu)

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*BM*  
*3/20/25*