

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1352670

Vendor Name: Stanard & Associates

Check Details:

Check Number: E0108245

Check Amount: \$ 495.00

Check Date: 6/24/2025

Invoice Details:

Invoice Number: SA000061556

Invoice Date: 5/28/2025

PO Number: NULL

Voucher Number: V0889465

Document Type: AP Invoice

Document Below



Invoice

Stanard & Associates, Inc.

309 West Washington St.
Suite 1000
Chicago, IL 60606
312-553-0213
<http://www.stanard.com>

Date	Invoice #
5/28/2025	SA000061556

Bill To
College of DuPage Attn: Accounts Payable 425 Fawell Blvd Glen Ellyn, IL 60137

APPROVED

By Michelle Olson Rzeminski at 1:04 pm, May 28, 2025

		Due Date	P.O. No.	Terms	Project
		6/27/2025		Net 30	
Item	Qty	Description	Rate	Options	Amount
Public Safety Entry Level	1	Personality evaluation for entry level selection Francisco Arcos 4/30/25	495.00		495.00
				</	

A late payment fee of 3% of the total balance due may be assessed on all invoices not paid prior to the payment due date.

Stanard & Associates, Inc.

Remittance Slip

Customer	Invoice #
College of DuPage Attn: Accounts Payable 425 Fawell Blvd Glen Ellyn, IL 60137	SA000061556

Amount Paid
\$

Make Checks Payable To
Stanard & Associates, Inc. 309 West Washington St. Suite 1000 Chicago, IL 60606

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 2.21, Vendor Payment.

Date: 05/29/2025 Vendor ID: 1352670 Vendor Name: Stanard & Associates
 Payee Address: 309 West Washington St. Suite 1000 Chicago, IL 60606 Payment Due Date: 06/27/2025

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
SA000061556	01-80-00799-5309001	Human Resources Recruitment Other contractual Services Expenses	495.00
Total			\$ 495.00

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:

Personality evaluation for entry level selection Francisco Arcos 04/30/2025

Other Instructions:

All requests will require the following approvals:

Requester: Julie Neubauer Digitally signed by Julie Neubauer
Date: 2025.05.09 07:38:51 -05'00' Print Name: _____
 Budget Officer: Michelle Olson Digitally signed by Michelle Olson
Date: 2025.06.09 08:09:55 -05'00' Print Name: _____

Requests \$10,000 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 \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 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

Accounts Payable <acctpay@cod.edu>

FW: Stanard & Associates - SA000061556 Check Request and Invoice

Accounts Payable <acctpay@cod.edu>

Mon, Jun 9, 2025 at 07:23 PM UTC

CC:

BCC:

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)

From: Neubauer, Julie <neubauerj122@cod.edu>

Sent: Monday, June 9, 2025 11:20 AM

To: Accounts Payable <acctpay@cod.edu>

Subject: Stanard & Associates - SA000061556 Check Request and Invoice

Regards,

Julie Neubauer

Department Administrative Assistant, Operations

Human Resources

College of Du Page

425 Fawell Blvd.

Glen Ellyn, IL 60137

630.942.2460

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2 attachments

Stanard & Associates - SA000061556 Check Request Form and Invoice SIGNED.pdf

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