

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082232

Vendor Name: APTAC

Invoice Number: 7915050

Invoice Date: 01/18/18

PO Number: P0355805

Check Number: E0065130

Check Amount: \$ 1,390.00

Check Date: 01/31/2018

Department ID: 00434

Reviewer Name:

Voucher Number: V0492033

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: schlosserm473@cod.edu
Sent: Thu Jan 18 10:58:08 CST 2018
To: invoicing@cod.edu
CC:
Subject: APTAC 2018 Spring Conference Invoice

Hi,

Attached please find request for payment for APTAC 2018 Spring Conference Invoice PO# 355805.

If you have any questions, please feel free to contact.

Best regards,



Maryellen Schlosser, Client Liaison
Center for Entrepreneurship at College of DuPage
Illinois Small Business Development Center
2525 Cabot Drive, Suite 201, Lisle, IL 60532
T: 630-942-2600 | F: 630-942-2606 fax
E: entrepreneur@cod.edu
Connect with us:



Cart/Requisition View

Cart/Requisition Number: 664101

Cart/Requisition Name: APTAC 2018 Spring Conference

Cart/Requisition Justification: Invoice

Ship To Location: College of DuPage Center/Entrepreneurship-Lisle

Needed By (mm/dd/yyyy):

Notes & Attachments:  

Vendor Name: [APTAC](#)

Created: 1/17/2018 9:26:24 AM

Submitted: 1/17/2018 9:30:29 AM

Credit Card: N/A

Confirming Request: Yes

Recreate Cart/Requisition

Return

Line Number	Product Number	Product Description	Qty	Total (\$)	Account #	% Split	\$ Split	Fiscal Date	Notes & Atts	Next Approver / Status	PO #	PO Rel Date	Deliver To
1		APTAC 2018 Spring Conference (more info)	2	1,390.00	01-40-00434-5501001	100	1,390.00	1/17/2018		PO Released - 1/17/2018	355805	1/17/2018	Schlosser, Maryellen

Total: 1,390.00

Recreate Cart/Requisition

Return

All times displayed in [Central Time](#) (click to change).
easyTouch Navigation™ - For assistance, please call Jordan Towne at 630-942-2576 or e-mail to townej@cod.edu
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AP VERIFIED

01/23/18 - MARIA ZERRUDO

Rita Anake

1-18-18

Purchase Submitted

Thank you. Your purchase has been submitted. Please reference the confirmation number below for this purchase.

Return to APTAC Homepage

Your confirmation number is: **7915050**

PO#355805

Rita Haake
1/18/18

Billing Address

Rita Haake
2525 Cabot Drive, Suite
201
Lisle IL 60532
United States
(630) 942-2184
Haaker@cod.edu

Items in Cart

Shopping Cart Items	Amount	Quantity	Total	
APTAC 2018 Spring Training Conference and Membership Meeting			\$1,390.00	1 \$0.00
Group Registration:				
Ms. Amber Gardner				
Event - APTAC 2018 Spring Training Conference and Membership Meeting		\$695.00	1	\$695.00
Rita Haake				
Event - APTAC 2018 Spring Training Conference and Membership Meeting		\$695.00	1	\$695.00
Current Purchases Amount			\$1,390.00	
Taxes			\$0.00	
Shipping			\$0.00	
Current Purchases Total			\$1,390.00	

Purchased By

Rita Haake
Customer ID: 113
(Organization: IL PTAC @ College of DuPage)
(630) 942-2184
Haaker@cod.edu

Payment

Total:	\$1,390.00
Payment:	\$0.00
Balance:	\$1,390.00
Payment Method:	Bill Me

Please remit payment to:

***Association of Procurement
Technical Assistance Centers (APTAC)***
360 Sunset Island Trail
Gallatin, TN 37066
Phone: (615) 268-6644

Schlosser, Maryellen

From: Haake, Rita
Sent: Wednesday, January 17, 2018 9:09 AM
To: Schlosser, Maryellen
Subject: FW: Purchase Confirmation No. 7915050 (Rita Haake)



Rita Haake, Center Manager 
College of DuPage Center for Entrepreneurship
Illinois Procurement Technical Assistance Center (PTAC)
Illinois Small Business Development Center (SBDC)
Illinois International Trade Center (ITC)
haaker@cod.edu
630-942-2616
2525 Cabot Drive, Suite 201
Lisle, IL 60532

From: aptac headquarters [mailto:headquarters@aptac-us.org]
Sent: Friday, January 12, 2018 2:35 PM
To: Haake, Rita <haaker@cod.edu>
Cc: Gardner, Amber <gardnera277@cod.edu>
Subject: Purchase Confirmation No. 7915050 (Rita Haake)

Dear Rita Haake,

CONFIRMATION AND INVOICE

You may print this notice for use *as your official invoice* for any orders not already paid in full.

Payment should be made within 30 days to:

Association of Procurement Technical Assistance Centers
360 Sunset Island Trail
Gallatin TN 37066
(615) 268-6644

Tax ID # 760471515

Date/Time: 1/12/2018 3:31 PM

From: aptac headquarters
To: [Haake, Rita](#)
Cc: [Gardner, Amber](#)
Subject: Confirmation for APTAC 2018 Spring Training Conference and Membership Meeting
Date: Friday, January 12, 2018 2:35:08 PM



Thank you for registering to attend the APTAC Spring 2018 Annual Training Conference and Membership Meeting. This document is confirmation of registration. The conference is scheduled for March 4 (Optional Workshop) - March 8, 2018 in Jacksonville, Florida at the Hyatt Regency Riverfront.

This notice constitutes **official receipt of payment and/or original invoice** for unpaid registration fees. All payments should be made prior to the conference and directly to:

APTAC
360 Sunset Island Trail
Gallatin, TN 37066
TIN: 760471515

Cancellation policy: Cancellations after February 16, 2018 will incur a \$150 penalty. Cancellations after February 23, 2018 are nonrefundable.

Hotel: If you have not yet done so, [please click here to reserve your room\(s\)](#) at the Hyatt Regency Riverfront. *The deadline for reservations at the bloc rate (\$189 single/double) is February 9, 2018.*

If you should have any questions regarding this conference or registration fee, please contact APTAC at 615/268-6644.

Thank you,

APTAC Headquarters
615/268-6644

The financial purchase confirmation number for this registration is: **7915050**. It was sent to you under separate cover. The Event Registration Confirmation below confirms the details of your registration.

Event Information:

Event:	APTAC 2018 Spring Training Conference and Membership Meeting
Start Date/Time:	Mar 04, 2018 - 8:30am
End Date/Time:	Mar 08, 2018 - 12:00pm

Main Registrant Information:

Registration Date:	Jan 12, 2018
Registrant:	Rita Haake
Badge First Name:	Rita
Badge Last Name:	Haake
Badge Name:	Rita
Veteran:	No
Special Dietary Needs:	None
Badge City:	Lisle
First Time Attendee:	No
Special Instructions:	
Badge State:	IL
APTAC Certification Level:	CCAS
Badge Country:	United States

Badge Organization:
Badge Title:

IL PTAC @ College of DuPage
Center Director

From: aptac headquarters
To: [Haake, Rita](#)
Cc: [Gardner, Amber](#)
Subject: Confirmation for APTAC 2018 Spring Training Conference and Membership Meeting
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End Date/Time:	Mar 08, 2018 - 12:00pm

Main Registrant Information:

Registration Date:	Jan 12, 2018
Registrant:	Ms. Amber Gardner
Badge First Name:	Amber
Badge Last Name:	Gardner
Badge Name:	Amber
Veteran:	No
Special Dietary Needs:	None
Badge City:	Lisle
First Time Attendee:	No
Special Instructions:	
Badge State:	IL
APTAC Certification Level:	None
Badge Country:	United States

Badge Organization:
Badge Title:

IL PTAC @ College of DuPage
PTAC Coordinator