

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086839

Vendor Name: NACUBO

Invoice Number: 031918

Invoice Date: 03/19/18

PO Number:

Check Number: 0234953

Check Amount: \$ 6,052.00

Check Date: 04/11/2018

Department ID: 00729

Reviewer Name:

Voucher Number: V0501695

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable  
Check Request Form  
revised 12/18/17

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 Vendor Payment - Check Request Procedure No. 10-65

Date: 3/19/2018  
Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
634702	NACUBO Dues	01	80	00729	5406002	Dues	\$5,802.00
633699	CACUBO Dues	01	80	00729	5406002	Dues	\$ 250.00

**AP VERIFIED**

Grand Total

\$ 6,052.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

**03/27/18 - BETHANY CRUSE**

Check the appropriate box below and sign

☒ 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.

Payee Name:

NACUBO National Association of  
College & University Business Officers

Other  
Instructions:

Return check to Vera Humphrey

Payee Address:

P.O. Box 791331, Baltimore, MD  
21279-1331

Description on Check:

Invoice #633699, 634702

**Approvals:**

Prepared By:

Vera Humphrey

Approved By:

Date:

Signature:

*Vera Humphrey*

Signature:

*Brian W. Caputo* 3/19/18

Payment Due:

3/20/2018

Approved By:

Brian W. Caputo

Date:

Board Approved Date:

N/A

Signature:

Approved By Division VP:

Dr. Ann Ronneau, President

Date:

Signature:

*Ann Ronneau* 3/21/18

Return Approved Request and All Supporting Documents to Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)



National Association of College and University Business Officers  
1110 Vermont Avenue, NW, Suite 800, Washington DC 20005-3544  
T 202.861.2500 F 202.861.2583  
[www.nacubo.org](http://www.nacubo.org)

**MEMBERSHIP INVOICE**

**COVERS BENEFITS AND SERVICES RENDERED June 1, 2018 - May 31, 2019**

NACUBO Tax ID  
FEIN 53-0259954

Dr. Brian W. Caputo  
Vice President for Administrative Affairs and Chief Financial  
Officer  
College of Du Page  
425 Fawell Boulevard  
Glen Ellyn, IL 60137-6599

**Invoice #'s** 633699, 634702

**Date** March 09, 2018

**ID #** 11630

All contact changes can be sent to [member.info@nacubo.org](mailto:member.info@nacubo.org); for all other questions, please call 202.861.2560

<b>Current Funds Expenditures:</b> \$249,326,018.00		<b>FTE Enrollment:</b> 16037
<b>Business Officer magazine entitlements:</b> Unlimited		
Invoice #	Descriptions	Amount
634702	NACUBO DUES - Higher Education	\$5,802.00
633699	CACUBO DUES - Higher Education Institution	\$250.00
634702	Business Officer Magazine	\$0.00
<b>INVOICE TOTAL</b>		\$6,052.00
<b>AMOUNT PRE-PAID/ADJUSTMENT</b>		\$0.00
<b>CURRENT TOTAL AMOUNT</b>		\$6,052.00

**BE SURE TO REFERENCE THE INVOICE # ON YOUR REMITTANCE**

**To renew online using credit card:**

- 1) Go To [www.nacubo.org/mynacubo](http://www.nacubo.org/mynacubo)
  - 2) Login with your e-mail address: [caputob@cod.edu](mailto:caputob@cod.edu)
- (If you do not see your e-mail address listed, contact Constituent and Member Services at 202.861.2560 or use the remittance slip below.)
- 3) Enter your password (Forgot your password? Reset by clicking on the "Forgot Your Password" link)

RECEIVED  
COLLEGE OF DUPAGE  
2018 MAR 19 AM 10:21  
ADMINISTRATIVE  
AFFAIRS DIVISION

**PLEASE DETACH THIS PORTION AND RETURN WITH REMITTANCE**

**Invoice #** 633699, 634702

**Date** March 09, 2018

**ID #** 11630

**Office Use Only**

633699, 634702

**PLEASE REMIT TO:**

National Association of College and University Business Officers  
P.O. Box 791331  
Baltimore, MD 21279-1331

**Need a W-9 form?**

Visit [www.nacubo.org/about\\_nacubo.html](http://www.nacubo.org/about_nacubo.html)  
and click on "Organizational Documents & Policies"

Charge to (Circle One): Visa MasterCard American Express Diners Club

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ CVV #: \_\_\_\_\_

Signature: \_\_\_\_\_ Expire Date: \_\_\_\_\_

**PLEASE ENCLOSE YOUR CHECK FOR**

**\$6,052.00**

1086839

04/11/2018

0234953

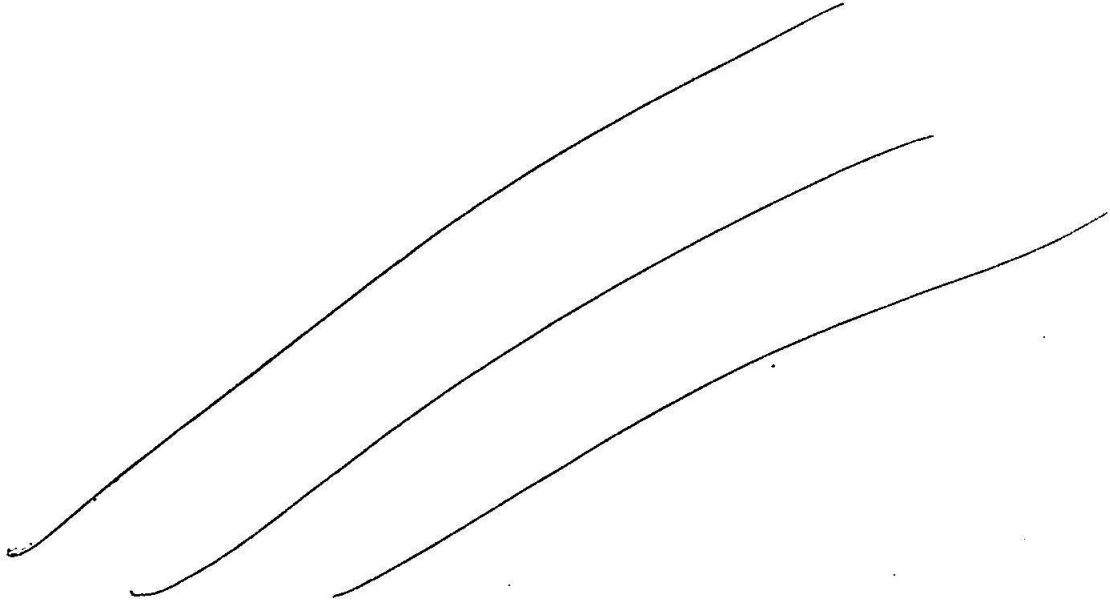
031918  
031918

V0501695  
V0501695

634702 DUES  
633699 DUES

0180007295406002  
0180007295406002

5,802.00  
250.00



*Dea Humphrey*

6,052.00

0234953

PAY ONLY SIX THOUSAND FIFTY TWO AND 00/100 DOLLARS

04/11/2018

\$\*\*\*\*\*6,052.00

NACUBO  
P.O. Box 791331  
Baltimore MD 21279-1331