

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1081529
Vendor Name: ACCED-International
Invoice Number: 300001070
Invoice Date: 08/08/18
PO Number: P0359654
Check Number: E0068951
Check Amount: \$ 850.00
Check Date: 08/29/2018
Department ID: 13290
Reviewer Name: None
Voucher Number: V0523705
Redaction Type: None
Document Type: AP Invoice

Document Below

From: zerrudom@cod.edu
Sent: Wed Aug 22 10:21:16 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Purchase order submitted

From: Carbon-Sheldon, Sandra
Sent: Wednesday, August 22, 2018 10:19 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Purchase order submitted

The attached is the original invoice which was submitted to Purchasing to request a PO. Thank you.

Sandra Carbon-Sheldon
CES Specialist
Conference & Event Services / BIC 1409
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
630-942-3952 phone 630-942-3955 fax
carbon@cod.edu
http://www.cod.edu/about/conference_event_services/index.aspx

From: Zerrudo, Maria
Sent: Wednesday, August 22, 2018 10:15 AM
To: Carbon-Sheldon, Sandra <carbon@cod.edu>
Subject: FW: Purchase order submitted

Hi,

The attached Purchase Order form will not suffice as an invoice.
Please reach out to the vendor and request for the actual invoice and have it scanned to
invoicing@cod.edu.

Thanks

Marivic Zerrudo

Accounts Payable Team Leader
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone: (630)942-2601
zerrudom@cod.edu

From: Carbon-Sheldon, Sandra
Sent: Wednesday, August 22, 2018 5:42 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Purchase order submitted

I am following up on the attached PO to ensure that Accounts Payable has received and that payment will be processed . The organization keeps sending notices that our Department's, Conference and Event Services, Institutional membership payment is due. Thank you for your assistance.

Sandra Carbon-Sheldon
CES Specialist
Conference & Event Services/ BIC 1409
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
630-942-3952 phone 630-942-3955 fax
carbon@cod.edu
http://www.cod.edu/about/conference_event_services/index.aspx


**Association of Collegiate Conference
and Events Directors - International**

Invoice

Date	Invoice #
8/8/2018	300001070

Remit Payment to: ACCED-I
2900 S. College Ave. Suite 3B
Fort Collins, CO 80525

Bill To
Sandra Carbon-Sheldon College of DuPage Conference and Event Services 425 Fawell Blvd - BIC 1424 Glen Ellyn, IL 60137 United States

Member Information
Ms. Sandra Carbon-Sheldon College of DuPage Conference and Event Services 425 Fawell Blvd - BIC 1424 Glen Ellyn, IL 60137 United States

PO Number	Terms	Membership Expiration Date
359654	Due on receipt	9/6/2018

Date	Description	Amount
8/8/2018	Institutional Membership - 04 Members	\$850.00
	Total	\$850.00
	Balance Due	\$850.00

APPROVED

08/22/18 - ERIC SCHULTZ

Thank you for your support of ACCED-I.
All prices in USD. ACCED-I accepts checks and all major credit cards. Log in to your account to pay online.
If you have any questions, please contact us at 970.449.4960 Or via email at Jennifer@acced-i.org.