

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1577667  
Vendor Name: American Accounting Associatio  
Invoice Number: 365378  
Invoice Date: 04/24/20  
PO Number:  
Check Number: 0267807  
Check Amount: \$ 90.00  
Check Date: 05/12/2020  
Department ID: 00005  
Reviewer Name:  
Voucher Number: V0622247  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: zerrudom@cod.edu  
Sent: Thu May 07 11:25:10 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Voucher Confirmation: V0622247  
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**From:** Carlson, Beverly  
**Sent:** Thursday, May 7, 2020 11:22 AM  
**To:** Invoicing <invoicing@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: Voucher Confirmation: V0622247

Hi -

Please find attached invoice for voucher # V0622247.

Please let me know if you have any questions.

Thank you,  
Bev

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**From:** acctpay@cod.edu <acctpay@cod.edu>  
**Sent:** Thursday, May 7, 2020 11:15 AM  
**To:** Carlson, Beverly  
**Subject:** Voucher Confirmation: V0622247

Voucher Number V0622247  
Voucher Status In Progress (Unfinished)

Requestor Name Mrs Beverly S. Carlson

Voucher Date 05/07/20  
Due Date 09/01/20  
Vendor ID and/or Name 1577667 American Accounting Association  
AP Type IM Invoices <\$15,000  
Voucher Total \$90.00

ITEM 1  
Item Description American Accounting Assoc. Membership  
Quantity 1.000  
Price \$90.0000  
Extended Price \$90.00  
GLDistribution 01-10-00005-5406002

COMMENTS

APPROVAL

DATE

NEXT APPROVALS

**American Accounting Association**

9009 Town Center Parkway  
Lakewood Ranch, FL 34202  
Ph: (941) 921-7747  
Fax: (941) 923-4093

Please Return Top Portion With Payment in US dollars

Invoice Date	Payee #	Invoice #	Terms	Due Date	Balance Due
4/24/2020	077845	365378	By Due Date	9/1/2020	90.00

Maureen McBeth  
25W746 White Birch Court  
Wheaton, IL 60189

Payment: ☐ Check ☐ AMEX ☐ MC ☐ VISA

<b>AP VERIFIED</b> <b>05/07/20 - MARIA ZERRUDO</b>	Check/ Credit Card Number	Exp (mm/yy)
	Amt. Paid / Pmt. Date	
		Signature (credit card only)
Billing Zip Code:		

cut here

Invoice Date	Notice Date	Payee ID	Invoice #	PO #	Due Date	Invoice Amt.
4/24/2020	4/27/2020	077845	365378		9/1/2020	90.00

Bill to:  
Maureen McBeth  
25W746 White Birch Court  
Wheaton, IL 60189

Ship to:  
Maureen McBeth  
College of DuPage  
25W746 White Birch Court  
Wheaton, IL 60189

Item Description	QTY	Rate	Total
Two-Year College - 2020/2021	1	90.00	90.00

Please Retain This Portion For Your Records

Total Invoice	90.00
Payments	.00
Balance Due	90.00

Kris Fay

Digitally signed by Kris  
Fay  
Date: 2020.05.04  
20:12:59 -05'00'

## Miller, Monica

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**From:** Carlson, Beverly  
**Sent:** Tuesday, April 28, 2020 11:15 AM  
**To:** Miller, Monica  
**Subject:** Re: American Accounting Association Renewal 2020-21 with Invoice  
**Attachments:** AAA Membership (Maureen McBeth) Invoice(under \$500).pdf

Hi Monica,

Attached is the AAA invoice with signature panel. Let me know if this works.

Thanks for your help with this.

Take care,  
Bev

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**From:** Miller, Monica  
**Sent:** Tuesday, April 28, 2020 11:07:58 AM  
**To:** Carlson, Beverly  
**Subject:** RE: American Accounting Association Renewal 2020-21 with Invoice

Ok, if you could just send it to me and I will upload it to the folder when complete. We are trying to keep signature items out of email.

Monica

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**From:** Carlson, Beverly <carlsonb@cod.edu>  
**Sent:** Tuesday, April 28, 2020 11:07 AM  
**To:** Miller, Monica <millermo@cod.edu>  
**Subject:** Re: American Accounting Association Renewal 2020-21 with Invoice

Ok, thank you Monica. I'm able to add the signature panel, so I will go ahead and do that once Maureen makes a decision on how she wants to proceed.

Take care,  
Bev

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**From:** Miller, Monica  
**Sent:** Tuesday, April 28, 2020 11:01:44 AM  
**To:** Carlson, Beverly  
**Subject:** RE: American Accounting Association Renewal 2020-21 with Invoice

OK, and I can make a suggestion. For the item that needs Kris' approval, we can add a signature panel in a PDF and save it to her U drive folder. But I did see your follow up email, so I will await your decision on next steps.

Hope all is well by you.

Monica

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**From:** Carlson, Beverly <[carlsonb@cod.edu](mailto:carlsonb@cod.edu)>  
**Sent:** Tuesday, April 28, 2020 10:28 AM  
**To:** Miller, Monica <[millermo@cod.edu](mailto:millermo@cod.edu)>  
**Subject:** Re: American Accounting Association Renewal 2020-21 with Invoice

Hi Monica,

Sounds about right. I will go ahead and give it a try and let you know if I should need any assistance.

Thank you,  
Bev

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**From:** Miller, Monica  
**Sent:** Tuesday, April 28, 2020 10:11:14 AM  
**To:** Carlson, Beverly  
**Cc:** McBeth, Maureen  
**Subject:** RE: American Accounting Association Renewal 2020-21 with Invoice

Yes, I believe that is correct. I think that there may be an email confirmation that Kris would sign and then the invoice and signature gets submitted to [invoicing@cod.edu](mailto:invoicing@cod.edu). Does that match with your recollection of past practice? I would also do this for you if you wish.

Monica

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**From:** Carlson, Beverly <[carlsonb@cod.edu](mailto:carlsonb@cod.edu)>  
**Sent:** Tuesday, April 28, 2020 9:56 AM  
**To:** Miller, Monica <[millermo@cod.edu](mailto:millermo@cod.edu)>; McBeth, Maureen <[mcbeth@cod.edu](mailto:mcbeth@cod.edu)>  
**Subject:** Re: American Accounting Association Renewal 2020-21 with Invoice

Hi Monica,

Thank you for your response. I think we can use departmental fund for this, unless you prefer to use your professional development funds Maureen?

Quick question about the under \$500 request for payment. I haven't done this in awhile, but if my memory serves me correctly, I would submit through my ACCESS under header Request a Payment (under \$500), once Kris approves and signs the invoice.

Thank you,  
Bev

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**From:** Miller, Monica  
**Sent:** Tuesday, April 28, 2020 9:33:01 AM  
**To:** Carlson, Beverly; McBeth, Maureen  
**Subject:** RE: American Accounting Association Renewal 2020-21 with Invoice

Hi,

As I was reading the renewal information, it indicates that the current membership expires August 31, which is the next fiscal year. I am uncertain if current professional development funds could be used for FY21 expenses. Typically, funds are applied in the year of the expense. I can ask Adrienne if you want.

Alternatively, since this is less than \$500, we could request a payment (without a PO).

Let me know what you want me to do as far as reaching out to Adrienne. I did share with her the cancellations we had, so I know that she has been adjusting PD balances as a result of conference cancellation/trips not taken.

Monica

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**From:** Carlson, Beverly <[carlsonb@cod.edu](mailto:carlsonb@cod.edu)>  
**Sent:** Tuesday, April 28, 2020 9:20 AM  
**To:** McBeth, Maureen <[mcbeth@cod.edu](mailto:mcbeth@cod.edu)>  
**Cc:** Miller, Monica <[millermo@cod.edu](mailto:millermo@cod.edu)>  
**Subject:** Re: American Accounting Association Renewal 2020-21 with Invoice

Not that I can think of at the moment.

Monica, Do you have a recommendation on what would be the best way to move forward with this?

Thank you,  
Bev

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**From:** McBeth, Maureen  
**Sent:** Tuesday, April 28, 2020 9:15:30 AM  
**To:** Carlson, Beverly  
**Cc:** Miller, Monica  
**Subject:** Re: American Accounting Association Renewal 2020-21 with Invoice

Unless it makes more sense for me to just use prof development funds ? Is there something else you could use that for ?

Maureen

On Apr 28, 2020, at 9:11 AM, Carlson, Beverly <[carlsonb@cod.edu](mailto:carlsonb@cod.edu)> wrote:

Hi Maureen,

There are \$249 in the Accounting Dues budget line, so I will go ahead and submit for payment.

Thanks,  
Bev

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**From:** McBeth, Maureen  
**Sent:** Monday, April 27, 2020 2:28:16 PM  
**To:** Carlson, Beverly  
**Cc:** Miller, Monica  
**Subject:** Fwd: American Accounting Association Renewal 2020-21 with Invoice

I think subscription this is tied to that Codification subscription ... I have lots of prof development funds ...so I can run it through as that ... how would you like me to handle it ?

Maureen

Begin forwarded message:

**From:** "info@aaahq.org" <info@aaahq.org>  
**Date:** April 27, 2020 at 2:22:48 PM CDT  
**To:** "McBeth, Maureen" <mcbeth@cod.edu>  
**Subject:** American Accounting Association Renewal 2020-21 with Invoice  
**Reply-To:** info@aaahq.org

Dear [[FIRSTNAME]] [[LASTNAME]],

In these challenging and uncertain times that have made extraordinary changes in our personal and professional lives, the American Accounting Association remains committed to providing members with the tools and resources needed to stay engaged through information, education, networking, and support.

We thank you for being a member of the American Accounting Association and continuing to be a part of the future of the academic accounting community. While uncertain, we do look forward to the year ahead, and all the potential that it has. Your current membership expires on August 31, 2020 and it is time to renew for the 2020-2021 year. Many members have asked that our membership renewal open before the end of April to coincide with budgets for the year. With that in mind, membership renewal is now open and you do not have to wait for the opening of the registration for the Annual Meeting to renew your membership.

Renewal is a click away - [Renew Membership Here](#). While you are logged in, please take a moment to look over your member profile information and make any necessary changes. We strive to provide you with world class journals, meetings (whether virtual or in-person), and career enhancements.

We value your membership and contributions you make to our community. We look forward to being able to continue supporting you in the year ahead.

Best regards,



**Patricia Stein**  
**Senior Member Services Coordinator**  
**American Accounting Association**  
9009 Town Center Parkway  
Lakewood Ranch, FL 34202  
P: 941.556.4102 | F: 941.923.4093  
E: [pat@aaahq.org](mailto:pat@aaahq.org)