

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1602158
Vendor Name: Raymond Nault
Invoice Number: 1321
Invoice Date: 08/17/20
PO Number: B0370650
Check Number: E0081506
Check Amount: \$ 42,329.62
Check Date: 09/15/2020
Department ID: 00449
Reviewer Name: Lauren Ryan
Voucher Number: V0643089
Redaction Type: None
Document Type: AP Invoice

Document Below

From: doguimm@cod.edu
Sent: Fri Aug 28 14:10:53 CDT 2020
To: invoicing@cod.edu
CC: cruseb199@cod.edu
Subject: Invoice_1321_from_CollegeAidServices_LLC_Rvwd - OK to Pay PO #370650

Hello,

Please pay the attached invoice against Mark's PO # 72065
GL# 01-30-00449 5302001

APPROVED
09/14/20 - MARK CURTIS

Thank you!

Thank you,

Melissa Doguim
Administrative Assistant V to Dr. Diana Del Rosario,
Assistant Provost, Student Affairs
630-942-3687
PLEASE NOTE: college staff are working remotely.



For students seeking help, resources can be found at: <https://cod.edu/coronavirus/student-resources.aspx>

For information on how the College is responding to the Outbreak of COVID 19, please refer to our website:

<https://cod.edu/coronavirus/index.aspx>

CollegeAidServices, LLC

8724 Sunset Drive #257

Miami, FL 33173 US

+1 8334382271

finance@collegeaidservices.net

www.collegeaidservices.net



College Aid Services

Invoice

Blanket Order # 370650
GL:01-30-00449-5302001

REVIEWED

By Melissa Doguim at 1:49 pm, Aug 26, 2020

BILL TO

Ms Michelle Olson
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

APPROVED
09/14/20 - MARK CURTIS

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1321	08/17/2020	\$21,109.00	10/16/2020	Net 60	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	College of DuPage				
08/03/2020	College of DuPage (Interim Financial Aid Representatives)	[Aug 3 – Aug 14]	164:00	55.00	9,020.00
08/03/2020	College of DuPage (Interim-Director of Financial Aid)	[Aug 3 – Aug 14]	102:45	77.8588808	8,000.00
	SUBTOTAL - College of DuPage				17,020.00
	College of DuPage:College of DuPage				
08/03/2020	College of DuPage (Financial Aid Business Analyst)	[Aug 3 – Aug 14]	80:00	65.00	5,200.00
	SUBTOTAL - College of DuPage:College of DuPage				5,200.00

SUBTOTAL	22,220.00
DISCOUNT 5%	-1,111.00
TOTAL	21,109.00
BALANCE DUE	\$21,109.00

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1602158

Vendor Name: Raymond Nault

Invoice Number: 1307

Invoice Date: 07/18/20

PO Number: P0370777

Check Number: E0081506

Check Amount: \$ 42,329.62

Check Date: 09/15/2020

Department ID: 00449

Reviewer Name:

Voucher Number: V0643116

Redaction Type: None

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

Document Below

CollegeAidServices, LLC
8724 Sunset Drive #257
Miami, FL 33173 US
4016362917



Invoice

finance@collegeaidservices.net
www.collegeaidservices.net

APPROVED

By Diana Del Rosario at 11:25 am, Sep 14, 2020

BILL TO

MS Michelle Olson

College of DuPage

425 Fawell Blvd

Greenfield, IL 60133

United States

AP VERIFIED

PO# 370777

GL: 01-30-00449-5302001

09/14/20 - BETHANY CRUSE

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1307	07/18/2020	\$21,220.62	09/16/2020	Net 60	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	College of DuPage				
07/06/2020	College of DuPage (Interim Financial Aid Representatives)	[July 6 – July 16]	162:00	55.00	8,910.00
07/06/2020	College of DuPage (Interim-Director of Financial Aid)	[July 6 – July 16]	89:45	89.1364903	8,000.00
	SUBTOTAL - College of DuPage				16,910.00
	College of DuPage:College of DuPage				
07/06/2020	College of DuPage (Financial Aid Business Analyst)	[July 6 – July 17]	83:30	65.00	5,427.50
	SUBTOTAL - College of DuPage:College of DuPage				5,427.50

SUBTOTAL	22,337.50
DISCOUNT 5%	-1,116.88
TOTAL	21,220.62
BALANCE DUE	\$21,220.62

From: cruseb199@cod.edu
Sent: Mon Sep 14 12:57:27 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Invoice_1307_from_CollegeAidServices (Raymond Nault) PO 370777

From: Doguim, Melissa <doguimm@cod.edu>
Sent: Monday, September 14, 2020 12:30 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: Invoice_1307_from_CollegeAidServices (Raymond Nault) PO 370777
Importance: High

Bethany,
Dr. Del Rosario was putting our fires all last week and only came up for air today. Since the invoice is no longer in her queue (I believe because it has now been "recycled" in Perceptive Content as over 5 days has passed), we will go this other route. See attached she has marked the invoice "Approved" now, via email. can you process payment now?

Thank you,

Melissa Doguim
Administrative Assistant V to Dr. Diana Del Rosario,
Assistant Provost, Student Affairs
630-942-3687
PLEASE NOTE: college staff are working remotely.



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From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Tuesday, September 8, 2020 1:22 PM
To: Doguim, Melissa <doguimm@cod.edu>
Subject: RE: Invoice_1307_from_CollegeAidServices (Raymond Nault) PO 370777

Correct, if you send it to invoicing with pre-approval we just go ahead & process. It's when it does not have an approval that we have to route thru perceptive for a stamp.

Thanks

Bethany Cruse
AP Lead
College Of DuPage
630-942-4294

From: Doguim, Melissa <doguimm@cod.edu>
Sent: Tuesday, September 8, 2020 1:00 PM
To: Cruse, Bethany <cruseb199@cod.edu>

Subject: RE: Invoice_1307_from_CollegeAidServices (Raymond Nault) PO 370777

Hi, Bethany,
I see, so if she does that with the pre-approval (using the Adobe "Approved" stamp), she won't have to do the anything in Perceptive Content, correct?

Thank you,

Melissa Doguim
Administrative Assistant V to Dr. Diana Del Rosario,
Assistant Provost, Student Affairs
630-942-3687
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From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Tuesday, September 8, 2020 12:57 PM
To: Doguim, Melissa <doguimm@cod.edu>
Subject: RE: Invoice_1307_from_CollegeAidServices (Raymond Nault) PO 370777

No, it's in perceptive content, there is an "approved" stamp.

Going forward if you're going to submit it with pre-approval, make sure it says approved and not reviewed.

Thanks

Bethany Cruse
AP Lead
College Of DuPage
630-942-4294

From: Doguim, Melissa <doguimm@cod.edu>
Sent: Tuesday, September 8, 2020 12:51 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: Invoice_1307_from_CollegeAidServices (Raymond Nault) PO 370777

Ok thanks, I'll ask her to check in email inbox for this, correct? And I'll ask her to stamp the word "Approved" correct?

Thank you,

Melissa Doguim
Administrative Assistant V to Dr. Diana Del Rosario,
Assistant Provost, Student Affairs
630-942-3687
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From: Cruse, Bethany <cruseb199@cod.edu>

Sent: Tuesday, September 8, 2020 9:19 AM

To: Doguim, Melissa <doguimm@cod.edu>

Subject: RE: Invoice_1307_from_CollegeAidServices (Raymond Nault) PO 370777

Melissa,

Please make sure that Diana has an “approved” stamp on the invoice, we will not accept “reviewed” as is currently stamped. I have sent this back out thru perceptive for approval stamp, please inform Diana, it is in her que.



Thanks

Bethany Cruse
AP Lead
College Of DuPage
630-942-4294

From: Doguim, Melissa <doguimm@cod.edu>
Sent: Tuesday, September 1, 2020 10:34 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Cc: Invoicing <invoicing@cod.edu>
Subject: Invoice_1307_from_CollegeAidServices (Raymond Nault) PO 370777
Importance: High

Hello, Bethany

As a reminder, we a separate PO JUST for this invoice: PO # 370777 due to the way the timing of services fell after July 1 (after the start of FY21) but still within the original contract. DOS July 6-July 18, 2020. The due date is September 16th for payment.

Please process the payment and reply to this email: Can we make that deadline for them to receive payment?

As before with all College Aid Services billing, we use the GL budget line: 01-30-00449-5302001

Thank you for confirming.

All the best,

Thank you,

Melissa Doguim
Administrative Assistant V to Dr. Diana Del Rosario,
Assistant Provost, Student Affairs
630-942-3687
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