


Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1591331
Vendor Name: International Avaya Users Grou
Invoice Number: 300001362
Invoice Date: 09/01/20
PO Number:
Check Number: 0272480
Check Amount: \$ 350.00
Check Date: 09/15/2020
Department ID: 00835
Reviewer Name:
Voucher Number: V0643129
Redaction Type: Other
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: cruseb199@cod.edu
Sent: Tue Sep 01 09:25:47 CDT 2020
To: invoicing@cod.edu
CC:



Adrienne Cassel
Human Resources, Compensation Specialist
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Professional Dues Reimbursement
 (Classified • Managerial • FOP • Union 399)
 Eligible after 6 months probation

Employee name: _____ Date: _____

Department: _____ Colleague ID#: _____

Payment to: ☒ Me (receipt attached) ☐ Organization (return check to me)

☐ Classified/Managerial — \$500 max per year ☐ Union 399 — \$150 max per year ☐ FOP — \$200 max per year

I request reimbursement of \$_____ for membership dues in:

Name of organization: _____

Address: *(needed only if check is issued to organization. Also, please submit a copy of the completed dues application form.)*

Purpose of organization: _____

APPROVED ☒ (considered a business expense helpful in the performance of the employee's duties)

DENIED ☐

Signature of Dean or Administrator: _____ Date: _____

Obtain signature of Dean or Administrator — Mail to Human Resources

OFFICE USE ONLY:

Reimbursement amount \$ 350.00 Account #01-90-00835-52090-19 Fiscal year: 21

H/R approval: A. Cassel Date sent to Accounts Payable: 9/1/20

Date request approved: _____ Date expense approved: _____



International Avaya
Users Group

Invoice

Date	Invoice #
8/31/2020	300001362



PO	Terms	Due Date
	Due in 30 days	9/30/2020

Date	Description	Amount
8/31/2020	Customer Member - 2 to 5 Members	\$350.00
	Total	\$350.00
	Balance Due	\$350.00

Payments must be paid in U.S.Dollars

Pay by Credit Card

Please contact info@iaug.org if you need assistance paying online. Memberships that are paid online will be auto-billed beginning April 1, 2020.

When a member paid for the original invoice number with Credit Card the system AutomaticText creates an Auto Bill transaction that shows on their profile as an Open Awaiting Auto Bill with a new invoice number that is in pending status that has a scheduled payment date for the future. This occurs when memberships are configured for Auto Renew which explains why the Awaiting Auto Bill was scheduled. When a membership is configured to Auto Renew, members paying via e-check or credit card will be automatically re-billed until canceled and the system generates the Open Awaiting Auto Bills.

https://members.iaug.org/members/invoice_view.asp?id=44BB2417-8F81-4A31-B92F-43... 8/31/2020

Pay by Credit Card

If a member selects a membership that auto-renews then the member may cancel their membership by signing into the community and deleting the next scheduled renewal transaction within the "Membership Info" section located within the member profile menu.

Pay by Check

Make checks payable to:
International Avaya Users Group

NOTE: REMITTANCE ADDRESS HAS CHANGED

Please mail your payment in USD along with this invoice to:
International Avaya Users Group
PO Box 306192
Nashville, TN 37230-6192

Your organization may pay for more than one invoice on a single check. If you wish to do so, please make sure to have a copy of each invoice being paid attached to your check, as well as a contact name, phone number, and email address.

Pay by Wire Transfer