

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1602158

Vendor Name: Raymond Nault

Invoice Number: 1388

Invoice Date: 01/04/21

PO Number: B0370650

Check Number: E0083026

Check Amount: \$ 7,487.19

Check Date: 01/20/2021

Department ID: 00449

Reviewer Name:

Voucher Number: V0658555

Redaction Type: None

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

Document Below

From: Alex Fuentes <finance@collegeaidservices.net >
Sent: Sat Jan 16 10:47:31 CST 2021
To: invoicing@cod.edu
CC: annba@collegeaidservices.net
Subject: Invoice 1388. PO 370650

Good morning,
Please see attached.
Thank you
Alex

Alex Fuentes
College Aid Services, LLC
Sr. Vice-President of Finance and Marketing
finance@collegeaidservices.net | Toll-Free: [833-GETCAS1](tel:833-GETCAS1) Ext. 708
www.collegeaidservices.net



From: "Doguim, Melissa" <doguimm@cod.edu >
Date: Friday, January 15, 2021 at 4:27 PM
To: Alex Fuentes <finance@collegeaidservices.net >
Subject: *New Procedure* COD Invoice_1388__PO 370650 - Please send to Invoicing Department

Hi, Alex,
Hello again – last one today 😊

As I mentioned in my other email today, I have the rest of the invoices and time sheets reviewed, so this is the last of the invoices that you've provided us with so far to date. I have sent them one at a time to keep them straight.

Due to the new requirement for vendors to send invoices directly to our accounts payable department with the PO number on the invoice, **and** now that we have performed our review of the College Aid Service time sheets for the consultants, we ask you to please send this invoice with the PO number you will see on it by emailing it to invoicing@cod.edu.

Please let me know if you have any other questions!

THANK YOU and....Remember – please continue to send them to me first and await approval before sending future invoices to Invoicing department using our new process.

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>

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finance@collegeaidservices.net

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College Aid Services

Invoice

AP VERIFIED

01/19/21 - BETHANY CRUSE

Blanket Order # 370650

BILL TO

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

APPROVED

By Diana Del Rosario at 9:16 am, Jan 15, 2021

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1388	01/04/2021	\$7,487.19	03/05/2021	Net 60	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/21/2020	College of DuPage College of DuPage (Interim Financial Aid Representatives)	[Dec 21 – Dec 23, 2020]	47:00	55.00	2,585.00
	SUBTOTAL - College of DuPage				2,585.00
12/21/2020	College of DuPage:College of DuPage College of DuPage (Interim-Director of Financial Aid)	[Dec 21 – Dec 29, 2020]	29:15	109.4017094	3,200.00
12/22/2020	College of DuPage (Financial Aid Business Analyst)	[Dec 22 – Jan 1]	32:15	65.00	2,096.25
	SUBTOTAL - College of DuPage:College of DuPage				5,296.25

SUBTOTAL	7,881.25
DISCOUNT 5%	-394.06
TOTAL	7,487.19
BALANCE DUE	\$7,487.19