

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089306
Vendor Name: Weselak & Associates
Invoice Number: 0119210
Invoice Date: 04/01/21
PO Number: B0373158
Check Number: 0283020
Check Amount: \$ 1,505.00
Check Date: 07/13/2021
Department ID: 63002
Reviewer Name: Yvonne Bedford
Voucher Number: V0671044
Redaction Type: None
Document Type: AP Invoice

Document Below

WESELAK & ASSOCIATES

316 Manor Hill Court
Lombard, IL 60148
Phone 630-889-0626
Fax 630-889-0627
www.weselak.com

INVOICE

INVOICE #0119210
DATE: APRIL 1, 2021

TO:
Amanda Skarosi
College of DuPage
Continuing Education
425 Fawell Blvd.
Glen Ellyn, IL 60137

FOR:
COPY THIS ONE \$77.158
APPROVED 06/24/21
DANIEL DEASY

DESCRIPTION	AMOUNT
3 Executive Team Members: Talent Insights Behaviors and 12 Driving Forces half day seminar	\$775.00
3 Support Staff Members: Success Insights Behaviors and Teaming half-day seminar	\$730.00
Note: Original proposal was for 4 Support staff members. This invoice reflects the actual cost for reports and facilitation for the 3 staff members who attended.	
INVOICE REVIEWED EIN: #36-3984875 OKAY TO PAY YVONNE BEDFORD 04/05/21	
TOTAL	\$1505.00

Make all checks payable to Weselak & Associates
Payment is due within 10 days of date on invoice.

Thank you!

From: Anna Weselak <AWeselak@weselak.com >
Sent: Thu Apr 01 16:34:19 CDT 2021
To: invoicing@cod.edu
CC: skarosia@cod.edu
Subject: [External] Invoice to be paid

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Please find Invoice # 0119210 for PO # 373159 attached to this message.

Thank you,
Anna Weselak
Weselak & Associates
316 Manor Hill Court
Lombard, IL 60148
Direct: 630-889-0626
Mobile: 630-988-0625
aweselak@weselak.com
www.weselak.com



From: Skarosia, Amanda <skarosia@cod.edu>
Sent: Thursday, April 1, 2021 3:19 PM
To: Anna Weselak <AWeselak@weselak.com >
Subject: Your invoice

Hi Anna,

I haven't talked to you in a while and hope you are doing well. I also want to apologize for the delay in getting your invoice paid. A few months ago the College implemented a new invoicing process for our vendors. Now that I have a PO number, the process should go quickly.

Could you please revise your attached invoice with the following changes:

- Change date to today
- Add COD Purchase Order Number 373158 to the document
- Once completed please email the updated invoice to and CC me on the new email.

Please let me know if you have any questions. Again I am so sorry for the delay & do not foresee anything like this happening again.

Thank you,

Amanda Skarosia

Program Manager | Business Solutions

College of DuPage

(630) 942-2524 | skarosia@cod.edu | cod.edu/conted | [Summer 2021 Course Schedule](#)

425 Fawell Blvd. | SRC 1111A | Glen Ellyn, IL 60137

[attachment: COD CCS Seminars January 2021.doc]

WESELAK & ASSOCIATES

From: McLaughlin, Ashley <mclaughl@cod.edu>
Sent: Wed Jun 23 15:49:13 CDT 2021
To: invoicing@cod.edu
CC: skarosia@cod.edu
Subject: Invoice for PO 373158

Hi there,
Attached is the invoice for PO373158
It should go to GL 05-63-63001-5309005
Please let me know if you have any questions.
Thanks
Ashley

Ashley McLaughlin

Systems Coordinator
College of DuPage Continuing Education
Adult Basic Education/High School Equivalency/ English Language Acquisition

(630) 942-2209 | mclaughl@cod.edu | www.cod.edu/academics/conted/basic/
Visit us on campus in Glen Ellyn – SRC 1110 | Follow us on Twitter | Like us on Facebook

[attachment: COD CCS Seminars January 2021.doc]

WESELAK & ASSOCIATES

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