

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1451508
Vendor Name: National Assoc. of Branch Camp
Invoice Number: 022321
Invoice Date: 02/23/21
PO Number: B0373818
Check Number: E0085802
Check Amount: \$ 4,632.00
Check Date: 07/29/2021
Department ID: 00442
Reviewer Name: Vanesa Serrano
Voucher Number: V0692274
Redaction Type: None
Document Type: AP Invoice

Document Below

PO # 373818

NABCA
National Association of
Branch Campus Administrators

INVOICE

NABCA
P. O. Box 723
Watkinsville, GA 30677
434-203-1885

INVOICE # 022321
DATE: 2.23.2021

APPROVED
07/06/21 - MARK CURTIS

TO: Dr. Tashena Briggs

Manager of Academic Outreach and Program Development
College of DuPage
425 Fawell Blvd. BIC 3400L
Glen Ellyn, IL 60137

APPROVED
07/18/21 - MARK CURTIS

QUANTITY	DESCRIPTION	TOTAL
1	Academic Membership: 1 – 10 members	\$660.00
1	2021 Virtual Conference – Member Registration: Dr. Cynthia Sims	\$662.00
1	2021 Virtual Conference – Member Registration: Dr. Tashena Briggs	\$662.00
1	2021 Virtual Conference – Member Registration: Pete Mumford	\$662.00
1	2021 Virtual Conference – Member Registration: Nancy Keller	\$662.00
1	2021 Virtual Conference – Member Registration: Diane Thielen	\$662.00
1	2021 Virtual Conference – Member Registration: Diane Thielen	\$662.00
		\$4632.00

APPROVED
06/23/21 - CYNTHIA SIMS

TOTAL DUE

Make all checks payable to NABCA.

If you have any questions concerning this invoice, contact Dr. Cyndee Moore, 434-202-1885.

INVOICE REVIEWED
OKAY TO PAY

From: Serrano, Vanesa <serranov180@cod.edu >
Sent: Wed Jun 16 11:10:13 CDT 2021
To: invoicing@cod.edu
CC:
Subject: NABCA Invoice



Vanesa Serrano

(She/Her/Hers)

Administrative Assistant V to

Dr. Cynthia Sims
Associate Vice President, Academic Affairs

Academic Partnerships & Learning Resources
Email: serranov180@cod.edu

"In a world where you can be anything, be kind."

[attachment: NABCA College of DuPage Invoice 2.23.21.pdf]

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Thu Jul 22 10:30:54 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: National Assoc. of Branch Camp

From: Stella, Antoinette <stellaa212@cod.edu>
Sent: Thursday, July 22, 2021 10:30 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>; Stella, Antoinette <stellaa212@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Bethany,

Please override the system and pay the invoices below –also, please take note of Judy’s emailed response below.

-Toni

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Thursday, July 22, 2021 7:37 AM
To: Stella, Antoinette <stellaa212@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Toni,
I am fine with overriding the error, I just need approval to attach as backup. Below is the breakout they are wanting, please confirm it is okay for me to override the GL error on 01_20_00442_5502005 for the full amount of \$3972.00.

curtis-chavez - 7/6/21, 8:51 AM
01-20-00442-5406002 - \$660.00

01-20-00442-5502005 - \$3,972.00

Thanks

Bethany Cruse
AP Lead
College of DuPage
Room SRC 2132
425 Fawell Boulevard
Glen Ellyn, IL 60137
630-942-4294
cruseb199@cod.edu

From: Stella, Antoinette <stellaa212@cod.edu>
Sent: Wednesday, July 21, 2021 7:18 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>; Stella, Antoinette <stellaa212@cod.edu>
Subject: FW: National Assoc. of Branch Camp
Importance: High

Bethany,

I'm in the office tomorrow, if you're in-let's discuss in person. If not, could you please call me after 8:30am at 847-871-7016.

Thanks,
-Toni

From: Vosicky, Judith <vosicky@cod.edu>
Sent: Wednesday, July 21, 2021 11:43 AM
To: Stella, Antoinette <stellaa212@cod.edu>
Cc: Marek, Robert <marekr@cod.edu>
Subject: RE: National Assoc. of Branch Camp

I am ok with you asking AP to override. They will also have to use a June 30, 2021 date since this charge references a blanket PO with a close date of June 30, 2021. Go Ahead and forward my email to Bethany and have her tell us if she has issues with the override. The dept will just be over budget on that line.

From: Stella, Antoinette <stellaa212@cod.edu>
Sent: Wednesday, July 21, 2021 11:24 AM
To: Vosicky, Judith <vosicky@cod.edu>
Cc: Marek, Robert <marekr@cod.edu>; Stella, Antoinette <stellaa212@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Judy,

I'm falling behind and was wondering if you or Bobby could help me out. I'm concerned about the classification of these expenses. Better the GL line to go over budget than to misclassify a financial transaction. Assuming you're able to help me out, if approval is needed to override the budget, let me know and I will review and approve.

Thanks so much,

Toni

From: Serrano, Vanesa <serranov180@cod.edu>
Sent: Wednesday, July 21, 2021 10:29 AM
To: Stella, Antoinette <stellaa212@cod.edu>
Cc: McClain, Tamara <mcclaint57@cod.edu>
Subject: FW: National Assoc. of Branch Camp

Hi Toni,

I'm trying to pay an invoice from NABCA. The original amount for registration and membership fees is \$4,632. Originally, we provided GL account #s 01-20-00442-5406002 (Dues) and 01-20-00442-5502005 (In-State Conference Costs) from FY21 to cover the expense. However, a few Concur reimbursements kicked in and caused the second account to be overdrawn. We provided a third GL account to cover the difference but that could not be accepted because it was not on the blanket.

Our goal is to take as much as we can from FY21, to avoid depleting the funds for FY22. Now our issue is that the second GL account 01-20-00442-5502005 (In-State Conference Costs) for FY21 is overdrawn by \$870. I'm not quite sure how that is possible. The original balance is \$4,000. Once actuals are removed, there should be a remaining balance of \$3,102. Bethany from AP is receiving an error message for this GL account.

If you have a moment to discuss this I'm available at any time. You can reach me at 630-673-4188 or we can set up a Zoom meeting. Please let me know what works best for you. Apologies for throwing so much your way at once!



Vanesa

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wednesday, July 21, 2021 8:46 AM
To: Serrano, Vanesa <serranov180@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Vanesa,

Yes, but the vendor would have to send us a new invoice number for the difference. You will need to contact budget dept about GL 01-20-00442-5502005. Email budget and CC Toni Stella.

This is what I show available as of today on B0373818:

01_20_00442_5406002- \$660.00

01_20_00442_5502005- it's not letting me apply any funds to this GL- see error below. I tried putting in just \$1 & it gave me an error.



Thanks

Bethany Cruse
AP Lead
College of DuPage
Room SRC 2132
425 Fawell Boulevard
Glen Ellyn, IL 60137
630-942-4294
cruseb199@cod.edu

From: Serrano, Vanesa <serranov180@cod.edu>
Sent: Tuesday, July 20, 2021 4:16 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Hi Bethany,

Is it possible to use FY21 funds, the original two GL accounts listed on the PO, to cover most of the invoice? We could cover the

remaining balance (\$520) with FY22 funds.

Thank you,
Vanesa

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Monday, July 19, 2021 3:53 PM
To: Serrano, Vanesa <serranov180@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Vanesa,
GL # 01-20-00442-5501002 - \$520 is not on the blanket so I cannot use it. Once we enter a blanket # to charge only the GL accounts within that blanket can be selected. At this point since FY21 is closed I do not think you are able to add any more funds. Your best bet is to put in a new FY22 PO/BO request.

You have two options:

- 1) I can short pay this per whatever funds are left but then the vendor would have to send us a new invoice number for the balance.
- 2) Request a new PO/BO

Let me know your thoughts on how you want to proceed.

Thanks

Bethany Cruse
AP Lead
College of DuPage
Room SRC 2132
425 Fawell Boulevard
Glen Ellyn, IL 60137
630-942-4294
cruseb199@cod.edu

From: Serrano, Vanesa <serranov180@cod.edu>
Sent: Monday, July 12, 2021 11:37 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Hello,

Annotations were made on the invoice and forwarded. Thank you!

Vanesa

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Monday, July 12, 2021 11:34 AM
To: Serrano, Vanesa <serranov180@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Hi,
Please notate the new breakdown on the invoice & forward for approval.

Thanks

Bethany Cruse

AP Lead
College of DuPage
630-942-4294

From: Serrano, Vanesa <serranov180@cod.edu>
Sent: Monday, July 12, 2021 11:22 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Hi Bethany,

I updated the PO on Perceptive Content. A new GL account was added to cover the overdrawn amount. Please let me know if you need anything else.

GL # 01-20-00442-5406002 - \$660
GL # 01-20-00442-5502005 - \$3,452
GL # 01-20-00442-5501002 - \$520

Thank you,
Vanesa

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Thursday, July 8, 2021 4:11 PM
To: Serrano, Vanesa <serranov180@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Vanesa,
I just sent this back thru perceptive due to GL# being over budget.

Thanks

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

From: Serrano, Vanesa <serranov180@cod.edu>
Sent: Wednesday, July 7, 2021 2:35 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: National Assoc. of Branch Camp

Hi Bethany,

Thank you for the update!

Vanesa

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wednesday, July 7, 2021 1:30 PM
To: Serrano, Vanesa <serranov180@cod.edu>
Subject: National Assoc. of Branch Camp

Hello,

This was approved on 7/6 & they are paper check. The next check run is on 7/15.
Thanks

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

College Production - [product: X]

College Production - [product: X]

sswebui5.cod.edu/Ui/home/index.html?ssp=true

AppsCollege of DuPageLog On - J.P. Morga...Purchase Order In...COD myACCESSPurchase Order In...Voucher Maintena...Sign in to Concur...INSIDE CODCollege Products...Nutritionis - Larges...Login - CAS - Centr...Reading list

ellucian COLLEAGUE

VOUM: Voucher Maintenance

cruseb199

Log Out

Navigate

01-20-00442-5502005 is over budget by \$870.00

VOUM * VOIL * VOUD - V

OK

1 of 2

Element GL Account Window

Value 1/1

Voucher ID : V0692209

Voucher Date : 06/29/21

Status :

Debit : 660.00

Credit : 0.00

Net : 660.00

Vendor1National Assoc. of Branch Camp

PO NumberB0373818

Credty

Rcr Voucher

Desc1+23

Qty Accepted

Price1.0000

Fixed Asset

Quantity1.000

Vendor Part

Unit of Issue

Form/Box/Loc

Trade Disc Amt

Invoice No022321

Trade Disc Pct

Invoice Date02/23/21

Cash Discount

Comments1

Extended Price1.00

GL Funds Availability

Tax Codes1

AVP of Operations & Ou

GL Account No

Percent

Quantity

101-20-00442-5502005

Bgt4000.00

GL Amt

Exp806.00

Proj ID

Enc3972.00

Rng0.00

Bal-870.00