

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085849

Vendor Name: Higher Learning Commission

Invoice Number: D13653

Invoice Date: 07/13/21

PO Number:

Check Number: 0283665

Check Amount: \$ 11,944.00

Check Date: 08/04/2021

Department ID: 00781

Reviewer Name:

Voucher Number: V0690646

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 7/13/2021
Vendor ID: 1085849

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
D13653	01	80	00781	5406002	Dues	\$ 11,944.00

Grand Total

\$ 11,944.00

AP VERIFIED

--- \$1,000 and Greater: Approval of Division Vice President Required ---

07/15/21 - BETHANY CRUSE

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Higher Learning Commission
230 South LaSalle Street
Suite 7-500
Payee Address: Chicago IL 60604-1411

Other
Instructions:

Description on Check:

FY21-22 Annual Institutional Dues

Approvals:

Prepared By: Tracey Frye

Approved By: Date:

Signature: Tracey Frye

Signature:

Payment Due: 7/30/2021

Approved By: Date:

Board Approved Date:

Signature:

Approved By Division VP: Brian W. Caputo, President

Date:

Signature:

Brian W. Caputo

7/14/21

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu



Invoice Number: D13653
Invoice Date: 6/29/2021
Your Account Number: 1084
Terms: Net 30

Bill To:

College of DuPage
Brian Caputo
President
425 Fawell Blvd.
Glen Ellyn IL 60137

Quantity	Description	Price	Total
2	FY'21-22 Additional Locations or Campuses DUES	\$95.00	\$190.00
1	FY'21-22 Base DUES	\$4,650.00	\$4,650.00
11,840	FY'21-22 FTE DUES	\$0.60	\$7,104.00

TOTAL INVOICE: \$11,944.00

Please Remit Payments to:
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago IL 60604-1411

Wire/ACH Instructions:
JP Morgan Chase Bank
Higher Learning Commission
Acct# 758154426
ABA# 071000013

For Inquiries Contact Us At:
finance@hlcommission.org
or
312-881-8119

From: Accounts Payable <acctpay@cod.edu>
Sent: Thu Jul 15 08:45:27 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: HLC Annual Dues Check Request

From: Frye, Tracey <fryetr@cod.edu>
Sent: Thursday, July 15, 2021 8:17 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: HLC Annual Dues Check Request
Importance: High

Good morning,

Please process the attached check request for the college's institutional dues with the Higher Learning Commission.

Should you have any questions, please do not hesitate to contact me.



Tracey Frye
Executive Assistant to the President
College of DuPage
425 Fawell Blvd. | SRC 2135 | Glen Ellyn, IL 60137-6599
phone 630.942.2201 | fax 630.942.2869 | fryetr@cod.edu

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[attachment: HLC Check Request 07.13.21 - with BWC signature.pdf]

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wed Aug 04 14:16:37 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: HLC Annual Dues Check Request

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, August 4, 2021 2:15 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>; Barrios, Isabel <barriosi142@cod.edu>
Subject: FW: HLC Annual Dues Check Request

Hi Bethany,

This came through invoicing@cod.edu. But, I wanted to make sure you received it first. Please process asap, and let Isabel know when she can print the check.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Roberts, Ellen <roberts@cod.edu>
Sent: Wednesday, August 4, 2021 2:11 PM
To: Frye, Tracey <fryetr@cod.edu>
Cc: Invoicing <invoicing@cod.edu>; Accounts Payable <acctpay@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: HLC Annual Dues Check Request

Tracey,

Request for manual check is approved; see attached.

Thank you,

Ellen

Ellen M. Roberts
Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Frye, Tracey <fryetr@cod.edu>
Sent: Wednesday, August 4, 2021 1:28 PM
To: Roberts, Ellen <roberts@cod.edu>
Cc: Invoicing <invoicing@cod.edu>; Accounts Payable <acctpay@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: HLC Annual Dues Check Request
Importance: High

Good afternoon, Ellen.

The attached check request was sent to Accounts Payable on July 15 for the payment of the institution's dues to the Higher Learning Commission. Since the HLC is not set up as an ACH vendor, their payment will not be disbursed until the next paper check run on August 20 (according to the AP Disbursement Schedule).

The HLC has reached out to inquire about their payment today, and to ensure that there is no adverse effect to the college's accreditation status, I would like to request a manual check be disbursed for this payment.

Your consideration of this approval is greatly appreciated.

Thank you,



Tracey Frye
Executive Assistant to the President
College of DuPage
425 Fawell Blvd. | SRC 2135 | Glen Ellyn, IL 60137-6599
phone 630.942.2201 | fax 630.942.2869 | fryetr@cod.edu

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Tracey Frye
Executive Assistant to the President
College of DuPage
425 Fawell Blvd. | SRC 2135 | Glen Ellyn, IL 60137-6599

APPROVED

By Ellen M. Roberts at 2:10 pm, Aug 04, 2021

College of DuPage - Accounts Payable

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revised 1/29/2021

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Approvals:

Prepared By: Tracey Frye
Signature: *Tracey Frye*
Payment Due: 7/30/2021
Board Approved Date:

Approved By: _____ Date: _____
Signature: _____
Approved By: _____ Date: _____
Signature: _____
Approved By Division VP: Brian W. Caputo, President Date: 7/14/21
Signature: *Brian W. Caputo*

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu