

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086106
Vendor Name: ICCTA
Invoice Number: 8334
Invoice Date: 9/16/2021
PO Number:
Check Number: E0086415
Check Amount: \$ 6,150.00
Check Date: 09/29/2021
Voucher Number: V0700570
Document Type: AP Invoice

Document Below



401 E. Capitol Ave, Ste 200 * Springfield, Illinois 62701-1711
217-528-2858 (phone) * 217-528-8662 (fax)
ICCTA@communitycolleges.org (e-mail)
www.communitycolleges.org (web site)

INVOICE

College of DuPage
Attn: Dr. Brian Caputo
425 Fawell Boulevard
Glen Ellyn, IL 60137

Date: 9/16/2021

Invoice #: 8334

Terms: Due upon receipt

Description	Quantity	Rate	Amount
ICCTA Lunch & Seminar - September 10, 2021 - Wyndham Springfield City Centre - Springfield, IL Attendee: Heidi Holan	1	150.00	150.00
Total			\$150.00

*Please make check payable to ICCTA and mail to address printed above.
If you would like to set up Electronic Deposit, contact Stephanie at
sspann@communitycolleges.org.*

Stephanie Spann <sspann@communitycolleges.org>

[External] Invoice 8334 from Illinois Community College Trustees Association

Stephanie Spann <sspann@communitycolleges.org>

Thu, Sep 16, 2021 at 08:03 PM GMT

CC: Carrillo, Erin <carrilloe42@cod.edu>

BCC:

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.

Illinois Community College Trustees
Association

Invoice Due: 09/16/2021
8334

Amount Due: **\$150.00**

Hello,

Please find attached an invoice for your college's attendee(s) at the ICCTA lunch and seminar on September 10, 2021 at the Wyndham Springfield City Centre in Springfield, IL.

Feel free to contact me if you have any questions.

Thank you!

Stephanie
Illinois Community College Trustees Association
800-454-2282 or 217-528-2858 ext. 102



2 attachments

image001.gif

Inv_8334_from_Illinois_Community_College_Trustees_Association_28296.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086106
Vendor Name: ICCTA
Invoice Number: 85103
Invoice Date: 8/26/2021
PO Number:
Check Number: E0086415
Check Amount: \$ 6,150.00
Check Date: 09/29/2021
Voucher Number: V0700762
Document Type: AP Invoice

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. 10-55

Date: 9/24/2021
Vendor ID: 1086106

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
ICCCP Annual Membership Dues	01	80	00781	5406002	Dues	\$ 3,500.00
ICC Marketing Collaborative - Instalment Payment	01	80	00781	5406002	Dues	\$ 2,500.00
Grand Total						\$ 6,000.00

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

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: President's Council
c/o Stephanie Spann, ICCTA
401 E. Capitol Avenue, Ste 200
Payee Address: Springfield, IL 62701-1711

Other Instructions:

Description on Check:

FY22 ICCCP Membership Dues & ICC Marketing Collaborative Installment (3 of 3)

APPROVED

By Ellen M. Roberts at 10:05 am, Sep 24, 2021

Approvals:

Prepared By: Tracey Frye
Signature: *Tracey Frye*
Payment Due: 9/30/2021
Board Approved Date: 9/23/2021

Approved By: _____ Date: _____
Signature: _____
Approved By: _____ Date: _____
Signature: _____
Approved By Division VP: Brian W. Caputo, President Date: 9/24/21
Signature: *Brian W. Caputo*

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



DUES INVOICE

College of DuPage
Attn: Dr. Brian Caputo
425 Fawell Boulevard
Glen Ellyn, IL 60137

Date: 8/26/2021

Invoice #: 85103

Terms: Due upon Receipt

Description	Amount
FY22 Illinois Council of Community College Presidents (ICCCP) Dues	3,500.00
ICC Marketing Collaborative - 3rd of 3 annual installments	2,500.00
Please make check payable to: Presidents Council and mail to: ICCCP c/o Stephanie Spann 401 E. Capitol Ave, Ste 200 Springfield, IL 62701-1711	
	Total \$6,000.00

Accounts Payable <acctpay@cod.edu>

FW: MANUAL CHECK REQUEST: ICCCP Dues Renewal

Accounts Payable <acctpay@cod.edu>

Fri, Sep 24, 2021 at 07:12 PM GMT

CC:

BCC:

From: Frye, Tracey <rfryetr@cod.edu>
Sent: Friday, September 24, 2021 10:14 AM
To: Accounts Payable <acctpay@cod.edu>
Cc: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: MANUAL CHECK REQUEST: ICCCP Dues Renewal
Importance: High

Good morning,

Attached you will find a check request for the renewal of the Illinois Council of Community College Presidents (ICCCP) dues which was approved at last night's Board Meeting. Ellen Roberts has provided her authorization to process a manual check (see attached).

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 | frvetr@cod.edu

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3 attachments

ICCCP Check Request 09.24.21 - with BWC signature.pdf

image001.png