

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1546159  
Vendor Name: RegisterBlast, LLC  
Invoice Number: 240-0521-1  
Invoice Date: 6/1/2021  
PO Number: P0000881  
Check Number: 0288024  
Check Amount: \$ 2,160.00  
Check Date: 10/12/2021  
Voucher Number: V0708779  
Document Type: AP Invoice

Document Below

**RegisterBlast LLC**  
**Online Registration for Testing Centers**

RegisterBlast  
4235 Hillsboro Pike, Suite 300  
Nashville, TN 37215

cindy@registerblast.com

**Invoice 240-0521-1** 5/1/2021 to 5/31/2021 Registrations

DATE 6/1/2021  
CUSTOMER ID College of DuPage - Academic #240

**TO:** Attn: Sherry Machacek  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

PO#P0000881

Description	Amount
Pro Plan Annual Fee July-June	\$2,160.00
<b>TOTAL</b>	<b>\$2,160.00</b>

**THANK YOU FOR YOUR BUSINESS**

Cindy Pittman <cindy@registerblast.com>

---

**[External] FW: College of DuPage PO#P0000881**

---

**Cindy Pittman** <cindy@registerblast.com>

Mon, Oct 4, 2021 at 01:20 PM GMT

CC: Machacek, Sherry <machacek@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.

Attached is the invoice with the PO# P0000881 noted on the invoice.

~Blessings~

Cindy

RegisterBlast

615.293.2529

"Worry does not empty tomorrow of its sorrow. It empties today of its strength." Corrie Ten Boom

---

**From:** Dwight Pittman <dwright@registerblast.com>  
**Date:** Monday, October 4, 2021 at 7:47 AM  
**To:** Cindy Pittman <cindy@registerblast.com>  
**Subject:** FW: College of DuPage PO#P0000881

---

**From:** "Dando, Anne Marie" <dandoa@cod.edu>  
**Date:** Friday, October 1, 2021 at 11:46 AM  
**To:** Dwight Pittman <dwright@registerblast.com>  
**Cc:** "Machacek, Sherry" <machacek@cod.edu>  
**Subject:** College of DuPage PO#P0000881

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm  
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

**Procurement Services does not process payments.**

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to [invoicing@cod.edu](mailto:invoicing@cod.edu) to ensure proper approval routing and expedited payments.

### **Submission of Invoices Instructions**

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

### **Safer, Efficient, and Expedited Payments**

#### **ACH Payments**

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to [purchasing@cod.edu](mailto:purchasing@cod.edu)

**Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228**

***Thank you!***

#### ***Procurement Services***

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)

---

**1 attachment**

13596.pdf