

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089039
Vendor Name: UCDA
Invoice Number: 092321
Invoice Date: 9/23/2021
PO Number:
Check Number: E0086517
Check Amount: \$ 1,230.00
Check Date: 10/06/2021
Voucher Number: V0705728
Document Type: AP Invoice

Document Below

INVOICE

Invoice ID: 0500-1148-6366

| | |
|-------------|---|
| Vendor | UCDA |
| Requester | Laurette Jorgensen [0235442 jorgensen] |
| Created By | Joyce Sekerka [0353607 sekerkaj] |
| Create Date | 09/23/2021 |

Invoice Information

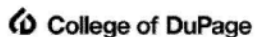
| | |
|----------------|---|
| Vendor | UCDA [1089039] |
| Address | [d6be7ae6-c96d-4abd-92bc-470b7af53fd0] 199 Enon Springs Rd West Ste 400 Smyrna, TN 37167 |
| Invoice Number | 092321500.0 |
| Invoice Date | 09/23/2021 |
| Invoice Amount | 500.00 USD |
| FiscalYear | FY22 |
| EthINVAPType | IM |
| EthINVHDBank | IM |

Invoice Notes

J Sekerka 09/23/2021 11:21 AM
Email address of sender: cassel@cod.edu.
Email received timestamp: 09/23/2021 16:21 UTC

Expense Summary

Amount (USD)



Human Resources

Professional Dues Reimbursement

(Classified • Managerial • FOP • Union 399)

Eligible after probationary period (Please refer to your specific Guidebook)

Fiscal Year (July 1 to June 30)

Employee name: Jeremy Huggins Date: 9/23/21
 Department: Marketing and Creative Services Colleague ID#: 0051079
 Payment to: ☐ Self ("receipt attached") ☒ Organization ("invoice attached")

| <input checked="" type="checkbox"/> Classified (Regularly work 30 hours or more per week) | <input type="checkbox"/> Managerial (Regularly work 30 hours or more per week) | <input type="checkbox"/> Union Local 399 | <input type="checkbox"/> FOP |
|---|---|--|---|
| <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 180 day probationary period. • \$500 (no union dues) | <ul style="list-style-type: none"> • Eligible: <ul style="list-style-type: none"> a. Sworn Officers – 12 months after successful completion of basic training or date of hire (in case of hiring a certified sworn officer). b. All other positions – 9 months after hire. • \$200 |

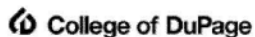
I request reimbursement of \$ 205.00 for membership dues in:Name of organization: University & College Designers Association (UCDA) (615) 459-4559

Address: (If check is issued to organization.)

199 Enon Springs Road West, Suite 400, Smyrna TN 37167Purpose of organization: UCDA works to elevate the importance of design overall☒ **APPROVED** (Considered a business expense. Helpful in the performance of the employees' duties.)☐ **DENIED**Signature of Dean or Administrator: Laurie Jorgensen Digitally signed by Laurie Jorgensen
Date: 2021.09.23 10:01:52 -06'00' Date: 9/23/2021**Obtain signature of Dean or Administrator, then submit signed form to Human Resources along with *receipt/invoice and a copy of the completed dues application form.**

HR USE ONLY:
 Reimbursement amount \$ 205.00 Account #01-90-00835-52030-19 Fiscal year: 22
 H/R approval: A. Cassel Date sent to Accounts Payable: 9/23/21
 Date request approved: _____ Date expense approved: _____

HR-21-187955(1/21)



Human Resources

Professional Dues Reimbursement

(Classified • Managerial • FOP • Union 399)

Eligible after probationary period (Please refer to your specific Guidebook)

Fiscal Year (July 1 to June 30)

Employee name: Dianne Hlinsky Date: 9/23/21
 Department: Marketing and Creative Services Colleague ID#: 0326811
 Payment to: ☐ Self ("receipt attached") ☒ Organization ("invoice attached")

| <input checked="" type="checkbox"/> Classified (Regularly work 30 hours or more per week) | <input type="checkbox"/> Managerial (Regularly work 30 hours or more per week) | <input type="checkbox"/> Union Local 399 | <input type="checkbox"/> FOP |
|---|---|--|---|
| <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 180 day probationary period. • \$500 (no union dues) | <ul style="list-style-type: none"> • Eligible: <ul style="list-style-type: none"> a. Sworn Officers – 12 months after successful completion of basic training or date of hire (in case of hiring a certified sworn officer). b. All other positions – 9 months after hire. • \$200 |

I request reimbursement of \$ 205.00 for membership dues in:Name of organization: University & College Designers Association (UCDA) (615) 459-4559

Address: (If check is issued to organization.)

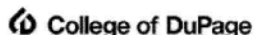
199 Enon Springs Road West, Suite 400, Smyrna TN 37167Purpose of organization: UCDA works to elevate the importance of design overall☒ **APPROVED** (Considered a business expense. Helpful in the performance of the employees' duties.)☐ **DENIED**Signature of Dean or Administrator: Laurie Jorgensen Digitally signed by Laurie Jorgensen
Date: 2021.09.23 10:02:56 -05'00' Date: 9/23/2021

**Obtain signature of Dean or Administrator, then submit signed form to Human Resources
 along with *receipt/invoice and a copy of the completed dues application form.**

HR USE ONLY:

Reimbursement amount \$ 205.00 Account #01-90-00835-52090-19 Fiscal year: 22
 H/R approval: A. Cassel Date sent to Accounts Payable: 9/23.21
 Date request approved: _____ Date expense approved: _____

HR-21-187955(1/21)



Human Resources

Professional Dues Reimbursement

(Classified • Managerial • FOP • Union 399)

Eligible after probationary period (Please refer to your specific Guidebook)

Fiscal Year (July 1 to June 30)

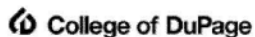
Employee name: Kym Hanrahan Date: 9/21/21
 Department: Marketing and Creative Services Colleague ID#: 0050144
 Payment to: ☐ Self (*receipt attached) ☒ Organization (*invoice attached)

| <input checked="" type="checkbox"/> Classified (Regularly work 30 hours or more per week) | <input type="checkbox"/> Managerial (Regularly work 30 hours or more per week) | <input type="checkbox"/> Union Local 399 | <input type="checkbox"/> FOP |
|---|---|--|---|
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I request reimbursement of \$ 205.00 for membership dues in:Name of organization: University & College Designers Association (UCDA) (615) 459-4559Address: *(If check is issued to organization.)*199 Enon Springs Road West, Suite 400, Smyrna TN 37167Purpose of organization: UCDA works to elevate the importance of design overall☒ **APPROVED** (Considered a business expense. Helpful in the performance of the employees' duties.)☐ **DENIED**Signature of Dean or Administrator: Laurie Jorgensen Digitally signed by Laurie Jorgensen
Date: 2021.09.23 09:58:27 -05'00' Date: 9/23/2021**Obtain signature of Dean or Administrator, then submit signed form to Human Resources along with *receipt/invoice and a copy of the completed dues application form.****HR USE ONLY:**

Reimbursement amount \$ 205.00 Account #01-90-00835-52090-19 Fiscal year: 22
 H/R approval: A. Cassel Date sent to Accounts Payable: 9/23/21
 Date request approved: _____ Date expense approved: _____

HR-21-187955(1/21)



Human Resources

Professional Dues Reimbursement

(Classified • Managerial • FOP • Union 399)

Eligible after probationary period (Please refer to your specific Guidebook)

Fiscal Year (July 1 to June 30)

Employee name: Lou Demas Date: 9/23/21
 Department: Marketing and Creative Services Colleague ID#: 0052214
 Payment to: ☐ Self (*receipt attached) ☒ Organization (*invoice attached)

| <input checked="" type="checkbox"/> Classified (Regularly work 30 hours or more per week) | <input type="checkbox"/> Managerial (Regularly work 30 hours or more per week) | <input type="checkbox"/> Union Local 399 | <input type="checkbox"/> FOP |
|---|---|--|---|
| <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 180 day probationary period. • \$500 (no union dues) | <ul style="list-style-type: none"> • Eligible: <ul style="list-style-type: none"> a. Sworn Officers – 12 months after successful completion of basic training or date of hire (in case of hiring a certified sworn officer). b. All other positions – 9 months after hire. • \$200 |

I request reimbursement of \$ 205.00 for membership dues in:

Name of organization: University & College Designers Association (UCDA) (615) 459-4559

Address: (If check is issued to organization.)

199 Enon Springs Road West, Suite 400, Smyrna TN 37167

Purpose of organization: UCDA works to elevate the importance of design overall

☒ APPROVED (Considered a business expense. Helpful in the performance of the employees' duties.)☐ DENIED

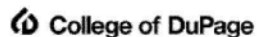
Signature of Dean or Administrator: Laurie Jorgensen Digitally signed by Laurie Jorgensen Date: 2021.09.23 10:00:18 -05'00' Date: 9/23/2021

Obtain signature of Dean or Administrator, then submit signed form to Human Resources along with *receipt/invoice and a copy of the completed dues application form.

HR USE ONLY:

Reimbursement amount \$ 205.00 Account #01-90-00835-52090-19 Fiscal year: 9/23/21 22
 H/R approval: A. Cassel Date sent to Accounts Payable:
 Date request approved: Date expense approved:

HR-21-187955(1/21)



Human Resources

Professional Dues Reimbursement

(Classified • Managerial • FOP • Union 399)

Eligible after probationary period (Please refer to your specific Guidebook)

Fiscal Year (July 1 to June 30)

Employee name: Mark Brady Date: 9/23/21
 Department: Marketing and Creative Services Colleague ID#: 0051454
 Payment to: ☐ Self ("receipt attached") ☒ Organization ("invoice attached")

| <input checked="" type="checkbox"/> Classified (Regularly work 30 hours or more per week) | <input type="checkbox"/> Managerial (Regularly work 30 hours or more per week) | <input type="checkbox"/> Union Local 399 | <input type="checkbox"/> FOP |
|---|---|--|---|
| <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 180 day probationary period. • \$500 (no union dues) | <ul style="list-style-type: none"> • Eligible: <ul style="list-style-type: none"> a. Sworn Officers – 12 months after successful completion of basic training or date of hire (in case of hiring a certified sworn officer). b. All other positions – 9 months after hire. • \$200 |

I request reimbursement of \$ 205.00 for membership dues in:Name of organization: University & College Designers Association (UCDA) (615) 459-4559

Address: (If check is issued to organization.)

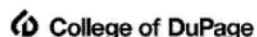
199 Enon Springs Road West, Suite 400, Smyrna TN 37167Purpose of organization: UCDA works to elevate the importance of design overall☒ **APPROVED** (Considered a business expense. Helpful in the performance of the employees' duties.)☐ **DENIED**Signature of Dean or Administrator: Laurie Jorgensen Digitally signed by Laurie Jorgensen
Date: 2021.09.23 09:59:17 -06'00' Date: 9/23/2021

**Obtain signature of Dean or Administrator, then submit signed form to Human Resources
 along with *receipt/invoice and a copy of the completed dues application form.**

HR USE ONLY:

Reimbursement amount \$ 205.00 Account #01-90-00835-52090-19 Fiscal year: 22
 H/R approval: A. Cassel Date sent to Accounts Payable: 9/23/21
 Date request approved: _____ Date expense approved: _____

HR-21-187955(1/21)



Human Resources

Professional Dues Reimbursement

(Classified • Managerial • FOP • Union 399)

Eligible after probationary period (Please refer to your specific Guidebook)

Fiscal Year (July 1 to June 30)

Employee name: Viktor Antipenkov Date: 9/23/21
 Department: Marketing and Creative Services Colleague ID#: 0051881
 Payment to: ☐ Self (*receipt attached) ☒ Organization (*invoice attached)

| <input checked="" type="checkbox"/> Classified (Regularly work 30 hours or more per week) | <input type="checkbox"/> Managerial (Regularly work 30 hours or more per week) | <input type="checkbox"/> Union Local 399 | <input type="checkbox"/> FOP |
|---|---|--|---|
| <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 6 month probationary period • \$500 | <ul style="list-style-type: none"> • Eligible after 180 day probationary period. • \$500 (no union dues) | <ul style="list-style-type: none"> • Eligible: <ul style="list-style-type: none"> a. Sworn Officers – 12 months after successful completion of basic training or date of hire (in case of hiring a certified sworn officer). b. All other positions – 9 months after hire. • \$200 |

I request reimbursement of \$ 205.00 for membership dues in:

Name of organization: University & College Designers Association (UCDA) (615) 459-4559

Address: (If check is issued to organization.)

199 Enon Springs Road West, Suite 400, Smyrna TN 37167

Purpose of organization: UCDA works to elevate the importance of design overall

☒ APPROVED (Considered a business expense. Helpful in the performance of the employees' duties.)☐ DENIED

Signature of Dean or Administrator: Laurie Jorgensen Digitally signed by Laurie Jorgensen Date: 2021.09.23 09:39:34 -05'00' Date: 9/23/2021

Obtain signature of Dean or Administrator, then submit signed form to Human Resources along with *receipt/invoice and a copy of the completed dues application form.

HR USE ONLY:

Reimbursement amount \$ 205.00 Account #01-90-00835-52090-19 Fiscal year: 22
 H/R approval: A. Cassel Date sent to Accounts Payable: 9/23/21
 Date request approved: Date expense approved:

HR-21-187955(1/21)

From: Antipenkov, Viktor
To: Metcalf, Marsha
Subject: Fw: [External] Pardon Our Interruption!
Date: Wednesday, September 22, 2021 1:25:47 PM

Marsha,
Is this email what you need from me for the renewal of my UCDA membership?
Do I need to send you something else?

Thank you
Viktor

From: UCDA Home Office <no-reply@ucda.com>
Sent: Wednesday, September 1, 2021 5:30 AM
To: Antipenkov, Viktor
Subject: [External] Pardon Our Interruption!

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.

Dear Viktor,

We trust that you have been enjoying your UCDA membership!

This is a reminder that your membership expires in 60 days and we know that there may be a little red tape you need to cut through to get your membership renewed. So, we're giving you some proverbial scissors to get you started on the tape-cutting process. Let us know if you need an invoice at info@ucda.com.

We are excited about our new lineup of upcoming events, programming, and publications and look forward to seeing you again soon! Renew now to make sure you don't miss any of the inspiring action. Be sure to take advantage of UCDA's institutional discount* when you **renew 3 or more members**.

Membership Information:

Name: Viktor Antipenkov
Institution/Company: College of DuPage
Membership Type: Professional

Renewing is easy!

Please visit the link below to renew your membership!

<https://www.ucda.com/memberships/4795/>

You can also call the UCDA Home Office at 615-459-4559 to renew (by check, purchase order or credit card).

Current membership rates are:

- ☐ Professional (\$205*)
- ☐ Associate (\$205*)
- ☐ Faculty (\$160)
- ☐ Corporate (\$260)
- ☐ Student (\$50)
- ☐ Retired (\$50)
- ☐ Subscriber (\$50)

3PLUS **Institutional Discount. When registering three or more Professional and/or Associate members, pay only \$185 each. Please send in all forms together with one payment. We can assist if multiple members have different renewal dates. Use the discount code 3PLUS online.*

University & College Designers Association (UCDA)
and the UCDA Foundation
199 Eron Springs Road West, Suite 400
Smyrna, TN 37167

615-459-4559
615-459-5229 fax

inspiring design

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This Association is Powered by Tendenci – The Open Source AMS



From: Brady, Mark J.
To: Metcalf, Marsha
Subject: UCDA membership renewal (Mark)
Date: Wednesday, September 22, 2021 12:08:49 PM

Hi Marsha,

Sorry I missed this in my email—it had an odd subject line.

Best,

Mark Brady, Graphic and Web Designer

College of DuPage, Marketing and Creative Services
Instructional Resource Center, IRC 1045
425 Fawell Blvd., Glen Ellyn, IL 60137-6599
630.942.2753 office | 630.942.3737 fax
bradym@cod.edu | cod.edu

From: UCDA Home Office <no-reply@ucda.com>
Reply-To: UCDA <info@ucda.com>
Date: Wednesday, September 1, 2021 at 5:30 AM
To: Mark Brady <bradym@cod.edu>
Subject: [External] Pardon Our Interruption!

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.

Dear Mark,

We trust that you have been enjoying your UCDA membership!

This is a reminder that your membership expires in 60 days and we know that there may be a little red tape you need to cut through to get your membership renewed. So, we're giving you some proverbial scissors to get you started on the tape-cutting process. Let us know if you need an invoice at info@ucda.com.

We are excited about our new lineup of upcoming events, programming, and publications and look forward to seeing you again soon! Renew now to make sure you don't miss any of the inspiring action. Be sure to take advantage of UCDA's institutional discount* when you **renew 3 or more members**.

Membership Information:

Name: Mark Brady
Institution/Company: College of DuPage
Membership Type: Professional

Renewing is easy!

Please visit the link below to renew your membership!
<https://www.ucda.com/memberships/4791/>

You can also call the UCDA Home Office at 615-459-4559 to renew (by check, purchase order or credit card).

Current membership rates are:

- Professional (\$205*)
- Associate (\$205*)
- Faculty (\$160)
- Corporate (\$260)
- Student (\$50)
- Retired (\$50)
- Subscriber (\$50)

**Institutional Discount. When registering three or more Professional and/or Associate members, pay only \$185 each. Please send in all forms together with one payment. We can assist if multiple members have different renewal dates. Use the discount code 3PLUS online.*

--
University & College Designers Association (UCDA)
and the UCDA Foundation
199 Epen Springs Road West, Suite 400
Smyrna, TN 37167

615-459-4559
615-459-5229 fax

inspiring design

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This Association is Powered by [Tendenci - The Open Source AMS](http://www.tendenci.com)



Membership Invoice

UCDA
199 Enon Springs Road West, Suite 400 Smyrna, TN 37167



| | |
|----------------|---|
| Invoice # | 7908 |
| Invoice For | UCDA Jeremy Huggins 425 Fawell Boulevard Glen Ellyn, IL 60137-6599 |
| Invoice Date | Sept. 22, 2021 11:48 a.m. |
| Invoice Status | Tendered Sept. 22, 2021 11:48 a.m. |
| Invoice Amount | \$205.00 |

| Description | Line Amount |
|---|-------------|
| Payment via Check - J. Jeremy Huggins huggins@cod.edu | |
| Membership #1611 Professional | \$205.00 |

Sub Total: \$205.00

Total: \$205.00

Payments/Credits: \$0.00

Balance due: \$205.00

Membership Invoice

UCDA
199 Enon Springs Road West, Suite 400 Smyrna, TN 37167



| | |
|----------------|---|
| Invoice # | 7909 |
| Invoice For | UCDA Dianne Hlinsky 425 Fawell Boulevard Glen Ellyn, IL 60137-6599 |
| Invoice Date | Sept. 22, 2021 03:13 p.m. |
| Invoice Status | Tendered Sept. 22, 2021 03:13 p.m. |
| Invoice Amount | \$205.00 |

| Description | Line Amount |
|---|-------------|
| Payment via Check - Dianne Hlinsky hlinskyd@cod.edu | |
| Membership #5791 Professional | \$205.00 |

Sub Total: \$205.00

Total: \$205.00

Payments/Credits: \$0.00

Balance due: \$205.00

9/23/2021

Hi Adrienne -

RE: UCDA membership renewals

Attached are completed renewal forms for six designers:

Viktor Antipenkov
Mark Brady
Lou Demas
Kym Hanrahan
Dianne Hlinksy
Jeremy Huggins

Please process together and have one ACH payment sent for all.

University & College Designers Association (UCDA)
VIN 1089039

Have a great day!

Thank you again,

Marsha
Marketing
X 3370

"Cassel, Adrienne" <cassel@cod.edu>

PD forms - Marketing Dept.

"Cassel, Adrienne" <cassel@cod.edu>

Thu, Sep 23, 2021 at 04:15 PM GMT

CC: Metcalf, Marsha <metcalf@cod.edu>

BCC:

Please process the attached payment. One check for all. Vendor number is on Marsha's email. Thank you.

Adrienne Cassel

Human Resources, Compensation Specialist

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

1 attachment

PD UDCA memberships -Mkt dept.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

HUGGINS.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

Wed, Sep 29, 2021 at 08:44 PM GMT

CC:

BCC:

1 attachment

HUGGINS.pdf