

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087024  
Vendor Name: NEMRT  
Invoice Number: 302168  
Invoice Date: 5/9/2022  
PO Number: P0003029  
Check Number: 0299663  
Check Amount: \$ 1,995.00  
Check Date: 06/07/2022  
Voucher Number: V0739851  
Document Type: AP Invoice

Document Below



# NEMRT

## North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza, North Aurora, Illinois 60542  
Office: (630) 896-8860 Fax: (630) 896-4422  
Website Address: www.nemrt.com



College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd  
Glen Ellyn IL 60137-6599

Purchase Order #: P0003029

Date: 05/09/2022

Invoice #: 302168

Customer #: 487

Description	Amount
NEMRT Annual Membership Dues July 01, 2022 To July 01, 2023  Membership Due:	\$1,995.00
<b>TOTAL</b>	<b>\$1,995.00</b>

Please tear off and return this portion with your payment



# NEMRT

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355 Smoke Tree Plaza, North Aurora, Illinois 60542  
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Website Address: www.nemrt.com



Make Check payable to:

North East Multi-Regional Training, Inc.  
355 Smoke Tree Plaza  
North Aurora, IL 60542

Date: 05/09/2022

Invoice #: 302168

Customer #: 487

**Lisa Seeman** <lisa@nemrt.com>

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**[External] RE: College of DuPage PO# P0003029**

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**Lisa Seeman** <lisa@nemrt.com>

Mon, May 9, 2022 at 08:13 PM GMT

CC: Nehls, James <nehlsj156@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.

Please see attached Invoice # 302168 for PO# P0003029.

If you have any questions, please let me know.

Thank you.

**Lisa Seeman**

Accounting Specialist

North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza, North Aurora, IL  
60542

Phone 630-896-8860 ext. 105

Email Lisa@nemrt.com

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**From:** Nehls, James <nehlsj156@cod.edu>  
**Sent:** Monday, May 9, 2022 2:31 PM  
**To:** Lisa Seeman <lisa@nemrt.com>  
**Subject:** FW: College of DuPage PO# P0003029  
**Importance:** High

Hello Lisa,

The PO for the membership was approved.

Can you do me a huge favor and send the invoice with the **PO# 003029** affixed?

The college wants the invoices being sent directly from the vendors (not me) – the sooner the better.

Thank you,

Deputy Chief James Nehls  
College of DuPage Police Department  
630-942-4277  
[nehlsj156@cod.edu](mailto:nehlsj156@cod.edu)

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**From:** Kalish, Amber <[kalisha@cod.edu](mailto:kalisha@cod.edu)>  
**Sent:** Monday, May 09, 2022 2:27 PM  
**To:** [mary@nemrt.com](mailto:mary@nemrt.com)  
**Cc:** Nehls, James <[nehlsj156@cod.edu](mailto:nehlsj156@cod.edu)>  
**Subject:** College of DuPage PO# P0003029

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)

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#### **2 attachments**

image001.jpg

NEMRT Invoice #302168.pdf