

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1602158

Vendor Name: Raymond Nault,DBA College Aid Services

Invoice Number: 1677

Invoice Date: 5/9/2022

PO Number: B0000533

Check Number: E0089616

Check Amount: \$ 7,225.00

Check Date: 05/10/2022

Voucher Number: V0738287

Document Type: AP Invoice

Document Below

CollegeAidServices, LLC

8724 Sunset Drive #257

Miami, FL 33173 US

+1 8334382271

finance@collegeaidservices.net

www.collegeaidservices.net



## Invoice

Blanket Order PO# B0000533

**BILL TO**

Ms Melissa Doguim

College of DuPage

425 Fawell Blvd

Glen Ellyn, IL 60137

United States

**APPROVED**

*By Diana Del Rosario at 9:41 am, May 09, 2022*

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1677	04/26/2022	\$2,273.75	06/25/2022	Net 60	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/11/2022	College of DuPage:College of DuPage Grant & Scholarship Coordinator	[Apr 11 – Apr 14]	26:45	85.00	2,273.75
	SUBTOTAL - College of DuPage:College of DuPage				2,273.75

(PO # B0000533)

BALANCE DUE

**\$2,273.75**

"Doguim, Melissa" <doguimm@cod.edu>

---

**Please Process Invoice\_1677\_from\_CollegeAidServices\_LLC - BO# B0000533**

---

"Doguim, Melissa" <doguimm@cod.edu>

Mon, May 9, 2022 at 03:31 PM GMT

CC: Sekerka, Joyce <sekerkaj@cod.edu>

BCC:

Hello, Invoicing Team,

Please process the attached invoice against BO # B0000533. It has been approved by Dr. Del Rosario now that timesheets for the contractor have been approved.

Per Scott Brady, we submit these ourselves rather than having the vendor do it to allow us to review timesheet records first.

Note from Scott Brady:

"I believe for the time being we can make an exception for this vendor. I know you are dependent upon this vendor for your operation right now and do not want to do anything to disrupt that at the present time. I'm also assuming this is a temporary situation which will work its way out. Joyce, please put this on the exception list.

Thanks, Scott"

Scott L. Brady, CPA

Thanks,

**Melissa Doguim**

**Administrative Assistant V to:**

**Assistant Provost, Student Affairs - Dr. Diana Del Rosario**

Offices of the Provost/Academic and Student Affairs Administration, BIC3400

College of DuPage, 425 Fawell Blvd, Glen Ellyn, IL 60137

630-942-3687 \* (will answer phones when *\*on campus*)

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

**Spring Schedule (through June 3, 2022)** – My *\*on campus days*: **T, W, & Th**

(Remote on Mondays and Fridays)

**Summer Schedule (June 6 – Aug 12, 2022)** – My *\*on campus days* will be: **M, T, & Th**

(Remote on Wednesdays; **Campus will be closed on Fridays**)

---

**2 attachments**

image001.png

Invoice\_1677\_from\_CollegeAidServices\_LLC.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1602158  
Vendor Name: Raymond Nault,DBA College Aid Services  
Invoice Number: 1669  
Invoice Date: 4/11/2022  
PO Number: B0000533  
Check Number: E0089616  
Check Amount: \$ 7,225.00  
Check Date: 05/10/2022  
Voucher Number: V0738291  
Document Type: AP Invoice

Document Below

CollegeAidServices, LLC

8724 Sunset Drive #257

Miami, FL 33173 US

+1 8334382271

finance@collegeaidservices.net

www.collegeaidservices.net



## Invoice

Blanket Order PO# B0000533

**BILL TO**

Ms Melissa Doguim

College of DuPage

425 Fawell Blvd

Glen Ellyn, IL 60137

United States

**APPROVED**

*By Diana Del Rosario at 9:40 am, May 09, 2022*

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1669	04/11/2022	\$4,951.25	06/10/2022	Net 60	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/28/2022	College of DuPage:College of DuPage Grant & Scholarship Coordinator	[Mar 28 – Apr 8]	58:15	85.00	4,951.25
	SUBTOTAL - College of DuPage:College of DuPage				4,951.25

(PO # B0000533)

BALANCE DUE

**\$4,951.25**

"Doguim, Melissa" <doguimm@cod.edu>

---

**FW: Please Process Invoice\_1669\_from\_CollegeAidServices\_LLC - BO# B0000533**

---

"Doguim, Melissa" <doguimm@cod.edu>

Mon, May 9, 2022 at 03:32 PM GMT

CC: Sekerka, Joyce <sekerkaj@cod.edu>

BCC:

Sorry I think I left off "Invoicing" in my prior submission – emailed below only to Joyce.

**Melissa Doguim**

**Administrative Assistant V to:**

**Assistant Provost, Student Affairs - Dr. Diana Del Rosario**

Offices of the Provost/Academic and Student Affairs Administration, BIC3400

College of DuPage, 425 Fawell Blvd, Glen Ellyn, IL 60137

630-942-3687 \* (will answer phones when *\*on campus*)

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

**Spring Schedule (through June 3, 2022) – My *\*on campus days*: T, W, & Th**

(Remote on Mondays and Fridays)

**Summer Schedule (June 6 – Aug 12, 2022) – My *\*on campus days* will be: M, T, & Th**

(Remote on Wednesdays; **Campus will be closed on Fridays**)

---

**From:** Doguim, Melissa  
**Sent:** Monday, May 9, 2022 10:25 AM  
**To:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** Please Process Invoice\_1669\_from\_CollegeAidServices\_LLC - BO# B0000533  
**Importance:** High

Hello, Invoicing,

Please process the attached invoice against BO # B0000533.

Per Scott Brady, we submit these invoices ourselves rather than having the vendor do it to allow for review and approval of our contractor's timesheet records before invoices are approved.

Note from Scott Brady:

"I believe for the time being we can make an exception for this vendor. I know you are dependent upon this vendor for your operation right now and do not want to do anything to disrupt that at the present time. I'm also assuming this is a temporary situation which will work its way out. Joyce, please put this on the exception list.

Thanks, Scott"

Scott L. Brady, CPA

**Melissa Doguim**

**Administrative Assistant V to:**

**Assistant Provost, Student Affairs - Dr. Diana Del Rosario**

Offices of the Provost/Academic and Student Affairs Administration, BIC3400

College of DuPage, 425 Fawell Blvd, Glen Ellyn, IL 60137



630-942-3687 \* (will answer phones when *\*on campus*)

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

**Spring Schedule (through June 3, 2022)** – My *\*on campus days*: **T, W, & Th**

(Remote on Mondays and Fridays)

**Summer Schedule (June 6 – Aug 12, 2022)** – My *\*on campus days* will be: **M, T, & Th**

(Remote on Wednesdays; **Campus will be closed on Fridays**)

---

**2 attachments**

Invoice\_1669\_from\_CollegeAidServices\_LLC.pdf

image001.png