

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1519242

Vendor Name: College and University Professional Ass

Invoice Number: 1226-2023

Invoice Date: 8/4/2022

PO Number:

Check Number: 0302295

Check Amount: \$ 2,525.00

Check Date: 09/13/2022

Voucher Number: V0751637

Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: August 4, 2022 Vendor ID: 1519242 Vendor Name: CUPA

Payee Address: P.O. Box 306257 Nashville, TN 37230-6257 Payment Due Date: 08/15/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
1226-2023	01-80-00798-5406002	Dues	2,525.00
Total			\$ 2,525.00

Check the appropriate box below:

- ☒ 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.

Description on Check:

CUPA - HR Yearly Membership

Other Instructions:

All requests will require the following approvals:

Requester: Marianne Fay Print Name: Marianne Fay

Budget Officer: _____ Print Name: _____

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): Alma Camarena Digitally signed by Alma Camarena Date: 2022.08.29 13:47:40 -0500 Print Name: Alma Camarena

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu



**College and University Professional
Association for Human Resources**

INVOICE

For Annual Membership
July 1, 2022 - June 30, 2023

Marianne Fay
Administrative Assistant V - Human Resources
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137-6599

Invoice: 1226-2023
Invoice Date: 8/4/2022
Due Date: 06/30/2022

The person above is the membership contact and is responsible for ensuring membership dues are paid. Learn more or change the contact person at www.cupahr.org/membershipcontact.

Description	Amount Due
Membership Dues for College of DuPage	\$2,525.00

To pay online, visit www.cupahr.org/paydues and sign in using the dues payment username and password listed below.

Dues Payment Username: 1226
Dues Payment Password: CUPADues1226 (case sensitive)

To pay by check, make check payable to CUPA-HR and mail to:
CUPA-HR
P.O. Box 306257
Nashville, TN 37230-6257

This membership currently serves 15 people on the membership roster; however, the roster can have an unlimited number of people.

You can manage the membership roster for College of DuPage anytime using the sign-in information above.

Questions? Contact CUPA-HR at **877-287-2474** or memberservice@cupahr.org.

*CUPA-HR membership dues are not deductible for federal income tax purposes but may be deductible as a general business expense. CUPA-HR's **W-9** Form can be found online at www.cupahr.org/W9.*

CUPA-HR FEIN: 59-0976133

"Fay, Marianne" <faym296@cod.edu>

Please process that attached for payment.

"Fay, Marianne" <faym296@cod.edu>

Wed, Aug 31, 2022 at 02:08 PM GMT

CC:

BCC:

Good morning:

Please process the attached invoice with check request for renewal of our CUPA membership.

Thank you,

Marianne

Marianne Fay

Administrative Assistant V - Human Resources

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4272 (phone)

2 attachments

Ck Request Aug 2022 with invoice 1226 2023.pdf

image001.png