

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1086454  
Vendor Name: Institute of Int'l Education  
Invoice Number: 43  
Invoice Date: 8/31/2022  
PO Number:  
Check Number: 0302360  
Check Amount: \$ 375.00  
Check Date: 09/13/2022  
Voucher Number: V0751675  
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: 8/31/2022 Vendor ID: 1086454 Vendor Name: Institute of International Education, Inc.

Payee Address: Member Services, One World Trade Center, 36th Floor, New York City, NY 10007 Payment Due Date: asap

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
43: Dues 2022-2023	01-10-00381-5406002	Field and Experiential Learning: Dues	375.00
Total			\$ 375.00

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:

College of DuPage Dues 2022-2023

Other Instructions:

### All requests will require the following approvals:

Requester: \_\_\_\_\_ Print Name: Susan Kerby

Budget Officer: Maren McKellin Digitally signed by Maren McKellin  
Date: 2022.08.31 12:54:28 -05'00' Print Name: Maren McKellin

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

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

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](mailto:invoicing@cod.edu).**

## **Check Request Form (*cont.*)**

### **Processing a Check Request:**

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

**From:** norenly@membershipssoftware.org on behalf of Membership@iie.org  
**To:** Kirby, Susan  
**Subject:** [External] Membership Renew Confirmation  
**Date:** Wednesday, August 31, 2022 8:05:09 AM

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.

Thank you for completing your membership renewal. An invoice has been generated for your membership dues and can be found below or by logging into the [IIE member portal](#) and navigating to "My Invoices". Please remit payment as soon as possible.

IIE Memberships Logo



## INVOICE

8/31/2022 9:05:07 AM  
Invoice No: 43  
Member ID: 358  
Contact ID: 530

**Bill To:**

College of DuPage  
Attn: Susan Kirby  
425 Fawell Blvd  
BIC 3520  
Glen Ellyn, IL 60137

**Remit Payment To:**  
Institute of International  
Education  
c/o Member Services  
One World Trade Center  
36th Floor  
New York, NY 10007

DESCRIPTION	UNIT PRICE	QTY	AMOUNT
Member Type: IIE Network Institutional Member Through 9/30/2023, Member Renew Date: 8/31/2022	\$375.00	1	\$375.00
TERMS: Due Upon Receipt			
		Subtotal	\$375.00
		Sales Tax	\$0.00
		Prior Payments	\$0.00
		<b>TOTAL DUE</b>	<b>\$375.00</b>

**Notes:**

Member Type: IIE Network Institutional Member  
Membership Expiration Date: 9/30/2023 12:00:00 AM

All payments are in USD.

Payment Methods:

Credit Card	Log in to your membership account to make your credit card payment.
ACH / Wire Transfer	<p>If paying via a Wire Transfer, add \$35 to cover this transfer fee. Please indicate which membership program the payment is for by putting "IIE Network" or "Global E3" in the memo line.</p> <p>Bank: JPMorgan Chase New York, NY 10017 Account Number: 134677846 Account Holder: Institute of International Education Inc. One World Trade Center, 36th Floor New York, NY 10017-3580 Routing Number ACH/EFT: 021099021 Swift Code: CHASUS33 International Wires</p>
Check	Enclose a copy of your invoice with your mailed check. Please indicate which membership program the payment is for by putting "IIE Network" or "Global E3" in the memo line.



"McKellin, Maren" <mckellin@cod.edu>

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**FW: IIE Membership**

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"McKellin, Maren" <mckellin@cod.edu>

Wed, Aug 31, 2022 at 07:37 PM GMT

CC:

BCC:

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**From:** McKellin, Maren  
**Sent:** Wednesday, August 31, 2022 12:56 PM  
**To:** Invoicing <invoicing@cod.edu>  
**Cc:** Kerby, Susan <kerbys@cod.edu>  
**Subject:** IIE Membership

Please see the attached invoice.

Thanks,

Maren

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**1 attachment**

IIE Membership 2022 2023.pdf