

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1404866
Vendor Name: Open Education Global Inc
Invoice Number: 660-2023
Invoice Date: 2/21/2023
PO Number:
Check Number: 0310330
Check Amount: \$ 700.00
Check Date: 03/14/2023
Voucher Number: V0774424
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: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

| Invoice Number | GL Account number(s) e.g. 01-80-00757-5401001 | GL Account Name e.g. Office Supplies | Amount |
|----------------|--|---|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | \$ |

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:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

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

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.



Open Education Global Inc
60 Thoreau Street, Suite 238
Concord, MA 01742
6173199238
rachel@oeglobal.org
<https://www.oeglobal.org/>

INVOICE

BILL TO

Lauren Kosrow
College of DuPage
425 Fawell Blvd.
Glen Ellyn 60137
United States

INVOICE # 660-2023

DATE 02/02/2023

DUE DATE 02/02/2023

TERMS Due on receipt

| DATE | ACTIVITY | AMOUNT IN USD |
|------|---|---------------|
| | Annual Membership | 700.00 |
| | Membership from January 1, 2023 - December 31, 2023 | |

OEG electronic payment information:

Bank Name: Bank of America

Bank account number: 4660 0261 2894

Account Type: Checking

Bank Transit Routing: 011000138

Fedwire ABA Number: 026009593

Swift: BOFAUS3N

Reference: Invoice Number

BALANCE DUE

\$700.00

[External] Invoice 660-2023 from Open Education Global Inc

Open Education Global Inc <rachel@oeglobal.org>

Mon, Feb 6, 2023 at 04:12 PM UTC

CC: rachel@oeglobal.org <rachel@oeglobal.org>, billing@oeglobal.org <billing@oeglobal.org>, memberservices@oeglobal.org <memberservices@oeglobal.org>

BCC:

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body {-webkit-print-color-adjust: exact; color-adjust: exact}/** for iPhone */ @media only screen and
(min-device-width : 320px) and (max-device-width: 767px) { .rfc-container .billToSection .
billToHeader, .rfc-container .billToSection .billToContent { width: 100% !important; display: inline-
block !important; } .rfc-container .billToSection .billToHeader > div, .rfc-container .billToSection .
billToContent > div { width: 100% !important; } .rfc-container .shippingSection .shippingHeader, .rfc-
container .shippingSection .shippingContent { width: 100% !important; display: inline-block !important;
} .rfc-container .shippingSection .shippingHeader > div, .rfc-container .shippingSection .
shippingContent > div { width: 100% !important; } .rfc-container .customFieldsContainer .
customFieldTitle, .rfc-container .customFieldsContainer .customFieldText { width: 100% !important;
display: inline-block !important; } .rfc-container .customFieldsContainer .customFieldTitle > div, .rfc-
container .customFieldsContainer .customFieldText > div { width: 100% !important; } .rfc-container .
customFieldsContainer .customFieldText { padding: 0px 0px !important; } .rfc-container .customFields-
container .customFieldTitle { padding: 20px 0px 5px 0px !important; } .rfc-container .customFields-
container .customSection:first-child .customFieldTitle { padding: 10px 0px 5px 0px !important; } .rfc-
container .billToSection .billToContent { padding: 0px 0px !important; } .rfc-container .billToSection .
billToHeader { padding: 10px 0px 5px 0px !important; } .rfc-container .shippingSection .
shippingContent { padding: 0px 0px !important; } .rfc-container .shippingSection .shippingHeader {
padding: 10px 0px 5px 0px !important; } .shippingAndCustomLayout .outerWrapper { padding: 10px
0px !important; } .rfc-container .shippingSection .outerWrapper { padding: 10px 0px 20px 0px !
important; } .rfc-container .subTotalContainer { padding: 30px 20px 20px 20px !important; } .rfc-
container .totalSummaryLeft { padding: 0px 20px 10px 0px !important; } .rfc-container .
totalSummaryRight { padding: 0px 0px 10px 0px !important; } .rfc-container .subTotalContainer .
subTotalSection { width: 100% !important; } .rfc-container .messageSection, .rfc-container .
footerSection, .rfc-container .companyAddrSection { padding: 20px 20px !important; } .rfc-container .
detail-section-container { padding: 30px 20px !important; } .rfc-container .detail-section-container .title-
and-amount .itemTitleTd { width: 50% !important; } .rfc-container .acctSummaryContainer { padding:
30px 20px 20px 20px !important; } .rfc-container .estimateSummaryContainer { padding: 10px 20px 20px
20px !important; } .rfc-container .billToSection, .rfc-container .shippingSection { padding: 10px 20px
10px 20px !important; } .rfc-container .customFieldsSection { padding: 10px 20px 20px 20px !
important; } .rfc-container .contentLeft, .rfc-container .contentRight { display: none !important; } .rfc-
container .contentCenterTd { width: 100% !important; } .rfc-container .detailSection .itemDetails td {
padding: 0px 10px 0px 0px !important; } }/** for iPad */ /* @media only screen and (min-device-width
: 768px) { } */
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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.



Open Education Global Inc

DUE 02/02/2023

\$700.00

Review and pay

Powered by QuickBooks

Dear Lauren Kosrow,

I update the contact information to your name and resent the invoice.

Please pay at your earliest convenience either through the link attached (ACH), by card, or via bank transfer.

Important: please include the invoice number with your payment to expedite processing.

If you need any additional details, please send an email to billing@oeglobal.org.

Thank you for your support!

Sincerely,
Open Education Global

Bill to

Lauren Kosrow
College of
DuPage
425 Fawell Blvd.
Glen Ellyn 60137
United States

Terms

Due on receipt

Annual Membership

\$700

Membership from January 1, 2023 - December 31, 2023

Balance due \$700.00

OEG electronic payment information:

Bank Name: Bank of America

Bank account number: 4660 0261 2894

Account Type: Checking

Bank Transit Routing: 011000138

Fedwire ABA Number: 026009593

Swift: BOFAUS3N

Reference: Invoice Number

Review and pay

Open Education Global Inc

60 Thoreau Street, Suite 238 Concord, MA 01742

(617) 319-9238 rachel@oeglobal.org <https://www.oeglobal.org/>

If you receive an email that seems fraudulent, please check with the business owner before paying.



1 attachment

Invoice_6602023_from_Open_Education_Global_Inc.pdf

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

OPEN EDUCATION APPR.pdf

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

Fri, Feb 24, 2023 at 03:31 AM UTC

CC:

BCC:

1 attachment

OPEN EDUCATION APPR.pdf