

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082232
Vendor Name: APTAC
Invoice Number: 1419
Invoice Date: 2/17/2023
PO Number: P0006054
Check Number: E0094029
Check Amount: \$ 1,990.00
Check Date: 03/08/2023
Voucher Number: V0776640
Document Type: AP Invoice

Document Below

**Association of Procurement Technical
Assistance Centers**

360 Sunset Island Trail
Gallatin, TN 37066 US
6152686644
headquarters@aptac-us.org
www.aptac-us.org



INVOICE

BILL TO

Ileen Kelly
Illinois PTAC @ College of
DuPage
535 Duane Street, Office 233
Glen Ellyn, IL 60137

INVOICE # 1419

DATE 02/17/2023

DUE DATE 03/19/2023

TERMS Net 30

PO # P0006054

ACTIVITY	QTY	RATE	AMOUNT
Training:Conference Registration - SC2023 Spring 2023 Conference - Ileen Kelly	1	995.00	995.00

Your confirmation number is: 7956510

BALANCE DUE

\$995.00

Thank you for your purchase. Should you have any questions, please
contact us at 615/268-6644.

"jerdmann@aptac-us.org" <jerdmann@aptac-us.org>

[External] FW: College of DuPage PO # P0006054

"jerdmann@aptac-us.org" <jerdmann@aptac-us.org>

Fri, Mar 3, 2023 at 10:40 PM UTC

CC: Frick, Eric <fricke@cod.edu>, Schlosser, Maryellen <schlossem473@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.

Attached is the PDF invoice for Ileen Kelly with the PO # P0006054 added.

Please let me know if you need anything else.

Thanks

John Erdmann
Association of Procurement
Technical Assistance Centers
JErdmann@aptac-us.org
615-848-8942

-----Original Message-----

From: "Frick, Eric" <fricke@cod.edu>
Sent: Tuesday, February 28, 2023 12:33pm
To: "headquarters@aptac-us.org" <headquarters@aptac-us.org>
Cc: "Schlosser, Maryellen" <schlossem473@cod.edu>
Subject: College of DuPage PO # P0006054

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 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

Invoice questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu



College of DuPage

1 attachment

SC2023_Ileen_Kelly_Invoice_1419.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082232
Vendor Name: APTAC
Invoice Number: 1422
Invoice Date: 2/20/2023
PO Number: P0006053
Check Number: E0094029
Check Amount: \$ 1,990.00
Check Date: 03/08/2023
Voucher Number: V0776641
Document Type: AP Invoice

Document Below

**Association of Procurement Technical
Assistance Centers**

360 Sunset Island Trail
Gallatin, TN 37066 US
6152686644
headquarters@aptac-us.org
www.aptac-us.org



INVOICE

BILL TO

Colleen Sall
Illinois PTAC @ College of
DuPage
535 Duane Street, Office 233
Glen Ellyn, IL 60137 USA

INVOICE # 1422

DATE 02/20/2023

DUE DATE 03/22/2023

TERMS Net 30

PO # P0006053

ACTIVITY	QTY	RATE	AMOUNT
Training:Conference Registration - SC2023 Spring 2023 Conference - Colleen Sall	1	995.00	995.00

Your confirmation number is: 7956640

BALANCE DUE

\$995.00

Thank you for your purchase. Should you have any questions, please
contact us at 615/268-6644.

"jerdmann@aptac-us.org" <jerdmann@aptac-us.org>

[External] FW: College of DuPage PO # P0006053

"jerdmann@aptac-us.org" <jerdmann@aptac-us.org>

Fri, Mar 3, 2023 at 10:39 PM UTC

CC: Frick, Eric <fricke@cod.edu>, Schlosser, Maryellen <schlosserm473@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.

Attached is the PDF invoice for Colleen Sall with the PO # P0006053 added.

Please let me know if you need anything else.

Thanks

John Erdmann
Association of Procurement
Technical Assistance Centers
JErdmann@aptac-us.org
615-848-8942

-----Original Message-----

From: "Frick, Eric" <fricke@cod.edu>
Sent: Tuesday, February 28, 2023 12:32pm
To: "headquarters@aptac-us.org" <headquarters@aptac-us.org>
Cc: "Schlosser, Maryellen" <schlosserm473@cod.edu>
Subject: College of DuPage PO # P0006053

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** 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

Invoice questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu



College of DuPage

1 attachment

SC2023_Colleen_Sall_Invoice_1422.pdf