

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1572981  
Vendor Name: Ronda Ansted,D/B/A Be The Change Soluti  
Invoice Number: 136  
Invoice Date: 3/10/2022  
PO Number: P0003719  
Check Number: E0094058  
Check Amount: \$ 9,995.95  
Check Date: 03/08/2023  
Voucher Number: V0776564  
Document Type: AP Invoice

Document Below

INVOICE #136

P.O.# **372490**

# Be the Change Career Consulting

15 P Laurel Hill Road  
Greenbelt, MD 20770  
301-875-1298

**March 10, 2022**

## BILL TO

College of DuPage  
Counseling & Advising Center

## FOR

My Career Design Studio Annual  
License from July 1, 2022-June 30,  
2023. Quote is valid through May  
15, 2022

## DESCRIPTION

## AMOUNT

Annual 5,001-15,000 license plan

\$9,995.95

SUBTOTAL \$9,995.95

TOTAL \$9,995.95

Make all checks payable to Be the Change Career Consulting. International Wire Information:  
Receiving Bank: EagleBank Bethesda Maryland; SWIFT: EAGEUS33; Beneficiary Bank:  
EagleBank ; Beneficiary: Ronda Ansted, Routing #: 055003298; Account # (Identifier):  
0200312973. If you have any questions concerning this invoice, contact Ronda Ansted at  
ronda@bethechangecareers.com

**THANK YOU FOR YOUR BUSINESS!**

"Bures, Tina" <buresk156@cod.edu>

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**Contract Renewal - Ronda Ansted dba Be the Change Solutions Invoice**

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"Bures, Tina" <buresk156@cod.edu>

Wed, Apr 6, 2022 at 06:38 PM GMT

CC:

BCC:

Hello,

Please find attached the invoice for contract renewal for My Career Design Studio for Ronda Ansted dba Be the Change Solutions.

Thank you,

**Tina Bures**

*Administrative Assistant to Dr. Nicole Matos*

*Associate VP – Academic Affairs*

[buresk156@cod.edu](mailto:buresk156@cod.edu)

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**5 attachments**

image001.jpg

Vendor Intake Form 12-18-20.pdf

w9-2020.pdf

MyCareer Design Studio Invoice 136 COD FYE quote 3\_29\_22.pdf

MCDS\_PO#3054380-2\_19\_21.pdf

# INVOICE

Invoice ID: 0500-1400-3662

<b>Vendor</b>	Ronda Ansted ♦ D/B/A Be The Change Solutions
<b>Requester</b>	Kristina Bures [   0052229   buresk156]
<b>Created By</b>	Kristina Bures [   0052229   buresk156]
<b>Create Date</b>	02/28/2023

## Invoice Information

<b>Vendor</b>	Ronda Ansted ♦ D/B/A Be The Change Solutions [1572981]
<b>Invoice Number</b>	630-942
<b>Invoice Date</b>	07/07/2022
<b>Invoice Amount</b>	9,995.95 USD
<b>Check Memo</b>	Ship To - Attn: Kristina Bures - BIC3400 Transaction Name: 06/20/2022 14:29-Bures-RONDA ANSTED 07 /07/2022 11:50 CT Tsuiyun McCoy - 07/07/2022 11:47 CT Tsuiyun McCoy - Attachments: Signed sole source
<b>PO Number</b>	0700-0036-7677

## Invoice Notes

**K Bures** 02/28/2023 07:55 AM  
Email address of sender: buresk156@cod.edu.  
Email received timestamp: 02/28/2023 13:55 GMT

## Allocation Details

Amount [USD]

<b>PO Item</b>	9,995.95
<b>Amount To Be Expensed</b>	9,995.95
<b>01_20_00441_5302001</b>	DEPT: AVP of Curriculum & Assessment
<b>Line</b>	0002
<b>Description</b>	My Career Design Studio Annual License from July 1, 2022- June 30, 2023. Annual 5,001-15,000 license plan
<b>Override Tkpr</b>	Chrome River College of DuPage [Creator   chromeriver   chromeriver]
<b>Invoice Quantity</b>	1
<b>Unit Price</b>	9,995.95
!!Compliance Warning!!	

**Tolerance Checking**

**Warning** Tolerance Checking Rule. PO attached and line item Amount doesn't match PO Amount.

02/28/2023 07:56 AM

**Extended Amount Mismatch**

**Warning** PO attached and Extended Amount doesn't match PO Amount and Invoice extended price greater than PO extended price.

02/28/2023 07:56 AM

**Allocation Summary**

Amount (USD)

01_20_00441_5302001	DEPT: AVP of Curriculum & Assessment OBJECT CODE: Consultants Exps	9,995.95
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**Expense Summary**

Amount (USD)

PO Item	9,995.95
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## Purchase Order

Purchase Order #: P0003719

Order Total: 9,995.95 USD



RONDA ANSTED

Date: 07/07/2022  
 Transaction #: 2930565  
 Authorized By: Tsuiyun McCoy

Requested By: Kristina Bures  
 Requester Email: buresk156@cod.edu  
 Phone: 630-942-2052

Supplier Address:  
 RONDA ANSTED  
 dba Be the Change Solutions  
 15 P Laurel Hill Rd  
 Greenbelt, Maryland 20770  
 United States  
 Attn: Ronda Ansted  
 Phone: 999-999-9999

Ship To:  
 College of DuPage  
 College of DuPage Shipping & Receiving  
 425 Fawell Blvd.  
 Glen Ellyn, IL 60137  
 United States  
 Attn: Kristina Bures - BIC3400  
 Phone: 630-942-2238

Bill To:  
 College of DuPage  
 College of DuPage Accounts Payable  
 425 Fawell Blvd.  
 Glen Ellyn, IL 60137  
 United States  
 Attn: invoicing@cod.edu  
 Phone: 630-942-2228

## Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		My Career Design Studio Annual License from July 1, 2022-June 30, 2023. Annual 5,001-15,000 license plan	Each	1	9,995.95 USD	9,995.95 USD

Ship To Attn: Kristina Bures -  
 BIC3400

Subtotal: 9,995.95 USD

Tax: 0.00 USD

S &amp; H: 0.00 USD

Order Total: 9,995.95 USD

## General Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu), with one document per email. For questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.

3. All payments are processed via ACH transfer weekly. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under a separate cover that outlines the set-up instructions, your log-in, and your temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once a month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.

4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act.

5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.

6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-05.

7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.

8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

9. All shipments are accepted subject to inspection and approval by the College of DuPage.

Page 1

10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. The Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Powered By: ESM Solutions.

"Bures, Tina" <buresk156@cod.edu>

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**RE: College of DuPage PO#P0003719**

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"Bures, Tina" <buresk156@cod.edu>

Tue, Feb 28, 2023 at 01:53 PM UTC

CC: Johnson, Carla <johnsonc1374@cod.edu>, Nieto, Jorge <nietoj1404@cod.edu>, Ronda Ansted <ronda@bethechangecareers.com>

BCC:

Hi Isabel and Joyce,

Please see the thread below. Ronda Ansted (dba My Career Design Studio) has not yet received payment for the attached invoice from back in July. It appears the invoice was sent back to Karen McCoy and not to [invoicing@cod.edu](mailto:invoicing@cod.edu), so I'm wondering if it never got processed for that reason. Regardless, can we please get this processed as soon as possible?

Please let me know if you need further information from me.

Thank you,

**Tina Bures**

*Administrative Assistant to Dr. Jorge Nieto*

*Associate VP – Academic Affairs*

[buresk156@cod.edu](mailto:buresk156@cod.edu)

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**From:** Ronda Ansted <ronda@bethechangecareers.com>

**Sent:** Monday, February 27, 2023 6:04 PM

**To:** McCoy, Karen <mccoyt1292@cod.edu>

**Cc:** Bures, Tina <buresk156@cod.edu>; Johnson, Carla <johnsonc1374@cod.edu>

**Subject:** [External] Re: College of DuPage PO#P0003719



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.

Hi Karen,

According to my records, this invoice has not been paid even though services have continued through to present. Please inform me as soon as possible how you will rectify this situation. As a courtesy, I will continue to provide MCDS to the College of Dupage for 30 days, after which the service will be terminated.

Best,

Ronda

~~~~~

**Ronda Ansted DMgt, MSW / Career Consultant and Founder**  
[ronda@bethechangecareers.com](mailto:ronda@bethechangecareers.com)

**Be the Change Career Consulting**  
[www.bethechangecareers.com](http://www.bethechangecareers.com)

On Wed, Jul 13, 2022 at 3:37 PM Ronda Ansted <[ronda@bethechangecareers.com](mailto:ronda@bethechangecareers.com)> wrote:

I have attached my invoice for your processing. Please let me know if you have any questions.

Best,

Ronda

~~~~~  
**Ronda Ansted DMgt, MSW / Career Consultant and Founder**  
[ronda@bethechangecareers.com](mailto:ronda@bethechangecareers.com)

**Be the Change Career Consulting**  
[www.bethechangecareers.com](http://www.bethechangecareers.com)  
\_\_\_\_\_

On Thu, Jul 7, 2022 at 12:54 PM McCoy, Karen <[mccoyt1292@cod.edu](mailto:mccoyt1292@cod.edu)> wrote:

Dear Vendor,

**Please confirm receipt of PO (Reply ALL) and process accordingly.**

Kindly follow thread below to view the College of DuPage (COD) Purchase Order presented 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](mailto:invoicing@cod.edu) to ensure proper approval routing and expedited payments.

**Submission of Invoices Instructions**

Ø Invoices containing Purchase Order Numbers must clearly be indicated on the invoice

Ø Electronic Invoices must be submitted in PDF format only

Ø One invoice per e-mail is required

Ø 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](mailto:purchasing@cod.edu)

Invoice questions? Contact Accounts Payable at [acctpay@cod.edu](mailto:acctpay@cod.edu) or 630-942-2228.

***Thank you!***

**Procurement Services**

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

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**5 attachments**

image001.jpg

\_External\_ Re\_ College of DuPage PO#P0003719.msg

P0003719.pdf

~WRD0001.jpg

Invoice 136 COD FYE with PO.xlsx

**From:** [Bures, Tina](#)  
**To:** [Sekerka, Joyce](#); [Barrios, Isabel](#)  
**Cc:** [Johnson, Carla](#); [Nieto, Jorge](#); [Zerrudo, Marivic](#)  
**Subject:** RE: College of DuPage PO#P0003719  
**Date:** Wednesday, March 1, 2023 12:15:02 PM  
**Attachments:** [image004.png](#)

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Hi Joyce and All,

Thank you for looking into this.

Yes, this if for PO 3719 entered by me on 6/20/22 for license term 7/1/22-6/30/23. Please process as needed.

Please let me know if you need anything else from me.

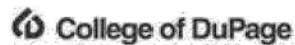
Thank you,

**Tina Bures**

*Administrative Assistant to Dr. Jorge Nieto*

*Associate VP – Academic Affairs*

[buresk156@cod.edu](mailto:buresk156@cod.edu)



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**From:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Sent:** Tuesday, February 28, 2023 4:22 PM  
**To:** Barrios, Isabel <[barriosi142@cod.edu](mailto:barriosi142@cod.edu)>; Bures, Tina <[buresk156@cod.edu](mailto:buresk156@cod.edu)>  
**Cc:** Johnson, Carla <[johnsonc1374@cod.edu](mailto:johnsonc1374@cod.edu)>; Nieto, Jorge <[nietoj1404@cod.edu](mailto:nietoj1404@cod.edu)>; Zerrudo, Marivic <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Subject:** RE: College of DuPage PO#P0003719  
**Importance:** High

Hi Tina,

PO number 3719 is actually under Ronda Ansted/DBA Be the Change Solutions.

I see an invoice #136 that has been sitting in Beth Buhmann's que since April 6, 2022. Is this the same invoice you are questioning?

The invoice shows PO372490 listed, but it was sent to Beth asking for a new PO to use, but no response.

Please confirm PO3719 is for this the license 7/1/22-6/30/23 and confirm this is the correct PO to use and approve, so we can contact the warehouse to "receive" the PO. Once the PO has been received, we can attach to the invoice and finally process the payment.

Thanks,  
Joyce

PO Number : P0003719 PO Status : Outstanding Status Date : 07/07/22

PO Date: 07/07/22 PO Amt: 9,995.95 Req NOs: 1 0005010

Appr/Date: 1 Vouchers: 1

Vendor ID: 1572981 Purged IDs: 1

Name: 1 Ronda Ansted Comments: 1 Transact

Address: 1 dba Be the Change Solutions Ptd Com: 1 Ship To

Cty/St/Zp: Greenbelt MD 20770 USA

Buyer: Initiator: Miss Kristina K. Bur

Ship To: 99 College of DuPage

Line	Items	Description	Ordered	Accepted	Item Status	Remaining	Expected Date	Unit Price	Tax/	Remaining Price
1		My Career Design Studio	1.000	0.000	Outstanding	1.000	07/08/22	9,995.9500		9,995.95
2										

Remaining Taxes

Line	Amounts	Remaining
1		9,995.95
2		0.00
Totals		9,995.95

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
 425 Fawell Blvd.  
 Glen Ellyn, IL 60137-6599  
 630-942-2293  
 Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



**From:** Barrios, Isabel <[barriosi142@cod.edu](mailto:barriosi142@cod.edu)>

**Sent:** Tuesday, February 28, 2023 9:23 AM

**To:** Bures, Tina <[buresk156@cod.edu](mailto:buresk156@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>

**Cc:** Johnson, Carla <[johnsonc1374@cod.edu](mailto:johnsonc1374@cod.edu)>; Nieto, Jorge <[nietoj1404@cod.edu](mailto:nietoj1404@cod.edu)>; Ronda Ansted

<[ronda@bethechangecareers.com](mailto:ronda@bethechangecareers.com)>; Zerrudo, Marivic <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: College of DuPage PO#P0003719

**Importance:** High

Hi,

Marivic, pays this vendor. I have copied her on here.

Thanks.

---

**From:** Bures, Tina <[buressk156@cod.edu](mailto:buressk156@cod.edu)>

**Sent:** Tuesday, February 28, 2023 7:54 AM

**To:** Barrios, Isabel <[barriosi142@cod.edu](mailto:barriosi142@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>; Invoicing <[invoicing@cod.edu](mailto:invoicing@cod.edu)>

**Cc:** Johnson, Carla <[johnsonc1374@cod.edu](mailto:johnsonc1374@cod.edu)>; Nieto, Jorge <[nietoj1404@cod.edu](mailto:nietoj1404@cod.edu)>; Ronda Ansted <[ronda@bethechangecareers.com](mailto:ronda@bethechangecareers.com)>

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Please let me know if you need further information from me.

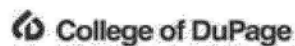
Thank you,

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*Associate VP – Academic Affairs*

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**Cc:** Bures, Tina <[buressk156@cod.edu](mailto:buressk156@cod.edu)>; Johnson, Carla <[johnsonc1374@cod.edu](mailto:johnsonc1374@cod.edu)>

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Best,  
Ronda

~~~~~

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[ronda@bethechangecareers.com](mailto:ronda@bethechangecareers.com)

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Best,  
Ronda

~~~~~

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[ronda@bethechangecareers.com](mailto:ronda@bethechangecareers.com)

**Be the Change Career Consulting**  
[www.bethechangecareers.com](http://www.bethechangecareers.com)

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Please submit requests to [purchasing@cod.edu](mailto:purchasing@cod.edu)

Invoice questions? Contact Accounts Payable at [acctpay@cod.edu](mailto:acctpay@cod.edu) or 630-942-2228.

***Thank you!***

***Procurement Services***

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