

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1087108

**Vendor Name:** NASBITE International

**Check Details:**

**Check Number:** 0342476

**Check Amount:** \$ 650.00

**Check Date:** 9/11/2025

**Invoice Details:**

**Invoice Number:** INV\_5017

**Invoice Date:** 4/16/2025

**PO Number:** P0019226

**Voucher Number:** V0899619

**Document Type:** AP Invoice

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**Document Below**



## INVOICE

Monica Hernandez  
(College of DuPage)

**Invoice Date:**

April 16, 2025

**Invoice Number:**

INV\_5017

**Reference:**

mkt

**NASBITE**

136 Everett Road

New York

Albany 12205

United States

info@nasbite.org

(518) 694-5540

| Description                       | Quantity | Unit Price | Sales Tax        | Amount USD      |
|-----------------------------------|----------|------------|------------------|-----------------|
| Exam Prep - CGBP Exam Prep Bundle | 1        | \$650.00   |                  | \$650.00        |
| 4 Domain Study Packs included     |          |            | Sub Total        | \$650.00        |
| CGBP Exam included with purchase  |          |            | <b>TOTAL USD</b> | \$650.00        |
|                                   |          |            | Amount Paid      | \$0.00          |
| <hr/>                             |          |            |                  |                 |
| <b>AMOUNT DUE:</b>                |          |            |                  | <b>\$650.00</b> |

## PAYMENT ADVICE

To:  
NASBITE  
136 Everett Road  
New York  
Albany 12205  
United States  
info@nasbite.org  
(518) 694-5540

Customer: Monica Hernandez

Invoice Number: INV\_5017

Amount Due: \$650.00

"Ryan, Julie" <ryanj864@cod.edu>

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**FW: Transaction #4699659 - NASBITE International**

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"Ryan, Julie" <ryanj864@cod.edu>

Fri, Sep 5, 2025 at 01:20 PM UTC

CC: Kelly, Ileen <kellyi421@cod.edu>, Hernandez, Monica <hernandezm68@cod.edu>

BCC:

Hello Invoicing Team,

Could you please pay this invoice against PO019226.

Thank you,

**Julie D Ryan**

Executive Assistant to Joe Cassidy,

Associate VP, Workforce and Economic Development

Dean, Continuing Education and Public Services

630.942.3434

---

**From:** Fitzpatrick, Kellen <fitzpatrickk286@cod.edu>

**Sent:** Thursday, September 4, 2025 4:08 PM

**To:** Ryan, Julie <ryanj864@cod.edu>

**Subject:** RE: Transaction #4699659 - NASBITE International

Hi Julie,

Attached is a copy of the PO for NASBITE International. Please note, the invoice will need to be submitted directly to [invoicing@cod.edu](mailto:invoicing@cod.edu) so Accounts Payable can process payment.

Thank you,  
Kellen

---

**From:** Fitzpatrick, Kellen  
**Sent:** Thursday, September 4, 2025 1:48 PM  
**To:** Ryan, Julie <[ryanj864@cod.edu](mailto:ryanj864@cod.edu)>  
**Subject:** RE: Transaction #4699659 - NASBITE International

Thank you for understanding! Have a great rest of your day

Kellen

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**From:** Ryan, Julie <[ryanj864@cod.edu](mailto:ryanj864@cod.edu)>  
**Sent:** Thursday, September 4, 2025 1:37 PM  
**To:** Fitzpatrick, Kellen <[fitzpatrickk286@cod.edu](mailto:fitzpatrickk286@cod.edu)>  
**Subject:** RE: Transaction #4699659 - NASBITE International

No worries. I fixed and resubmitted. I have only done a few of these so I'm not surprised I missed something.

Julie D Ryan

Executive Assistant to Joe Cassidy,

Associate VP, Workforce and Economic Development

Dean, Continuing Education and Public Services

630.942.3434

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**From:** Fitzpatrick, Kellen <[fitzpatrickk286@cod.edu](mailto:fitzpatrickk286@cod.edu)>  
**Sent:** Thursday, September 4, 2025 1:31 PM  
**To:** Ryan, Julie <[ryanj864@cod.edu](mailto:ryanj864@cod.edu)>  
**Subject:** RE: Transaction #4699659 - NASBITE International

Hi Julie,

Unfortunately, I need to return this transaction to you to be submitted as an After the Fact request since this invoice is from April 16, 2025. Please resubmit with **After the Fact** as the Payment Request and **Confirming Request** as the Release Method, as highlighted below.

Thank you!  
Kellen

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**Sent:** Thursday, September 4, 2025 1:17 PM  
**To:** Fitzpatrick, Kellen <[fitzpatrickk286@cod.edu](mailto:fitzpatrickk286@cod.edu)>  
**Cc:** Frick, Eric <[fricke@cod.edu](mailto:fricke@cod.edu)>  
**Subject:** RE: Transaction #4699659 - NASBITE International

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Apologies, I missed a step. See attached.

Julie D Ryan

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630.942.3434

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**Sent:** Thursday, September 4, 2025 1:07 PM  
**To:** Ryan, Julie <[ryanj864@cod.edu](mailto:ryanj864@cod.edu)>  
**Cc:** Frick, Eric <[fricke@cod.edu](mailto:fricke@cod.edu)>  
**Subject:** Transaction #4699659 - NASBITE International

Good afternoon,

Can you please send us confirmation of pricing (e.g. screenshot or quote) for this transaction? There are no notes or attachments with this request in ESM.



Thank you,  
Kellen

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**5 attachments**

P0019226.pdf

Nesbite Invoice 25 0820 (1).pdf

image002.png

image003.png

image001.png

**Purchase Order****Purchase Order #: P0019226**

NASBITE International

**Order Total: 650.00 USD**

**Date:** 09/04/2025  
**Transaction #:** 4699659  
**Authorized By:** Kellen Fitzpatrick

**Requested By:** Julie Ryan  
**Requester Email:** ryanj864@cod.edu  
**Phone:** 630-942-3434

## CONFIRMING REQUEST

**Supplier Address:**  
NASBITE International  
136 Everett Rd  
Albany, NY 12205  
United States  
Attn:  
Phone: 518-694-5510

**Ship To:**  
College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Julie Ryan  
Phone: 630-942-2236

**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                        |        | CGBP Exam Prep Bundle - 4 Domain study packs included, CGBP exam included with purchase | Each | 1   | 650.00 USD | 650.00 USD |
| Ship To Attn: Julie Ryan |        |   |      |     |            |            |

**Subtotal:** 650.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 650.00 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 **only one PDF 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 E9997-3391-06.

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.

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, and 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.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

"Ryan, Julie" <ryanj864@cod.edu>

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**5 attachments**

P00192226.pdf

Nesbite Invoice 25 0820 (1).pdf

image002.png

image003.png

image001.png