

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1086970

**Vendor Name:** NCMPR

**Check Details:**

**Check Number:** 0342590

**Check Amount:** \$ 8,525.00

**Check Date:** 9/16/2025

**Invoice Details:**

**Invoice Number:** 31224

**Invoice Date:** 5/15/2025

**PO Number:** P0018081

**Voucher Number:** V0899842

**Document Type:** AP Invoice

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**Document Below**



5901 Wyoming Blvd. NE  
 #J-254  
 Albuquerque, NM 87109  
 505.349.0500  
 FEIN #23-7345483

# INVOICE

**INVOICE NO: 31224**  
**DATE: May 15, 2025**

**To:** Laurie Jorgensen  
 College of DuPage  
 425 Fawell Blvd  
 IRC1045  
 Glen Ellyn, IL 60137-6599  
 Phone: (630) 942-2755  
 jorgensenl@cod.edu

CONTACT NAME	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. Point	TERMS
					Upon Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	NCMPR Membership Renewal For members: Mark Brady membership 2025-26 Amy Calhoun membership 2025-26 David Chapman membership 2025-26 Lou Demas membership 2025-26 Jennifer Duda membership 2025-26 Melissa Fanella membership 2025-26 Marie Galvan membership 2025-26 Laurie Jorgensen membership 2025-26 Brian Kleemann membership 2025-26 Karen Lappa Haas membership 2025-26 Hayley MacMillan membership 2025-26 Mike McKissack membership 2025-26 Angela Mennecke membership 2025-26 Wendy Parks membership 2025-26 Catherine Pastoor membership 2025-26 Jim Vosicky membership 2025-26	\$4,325.00	\$4,325.00
SUBTOTAL			\$4,325.00
PAYMENT			\$0.00
<b>TOTAL DUE</b>			<b>\$4,325.00</b>

Make all checks payable to: NCMPR  
 If you have any questions concerning this invoice, contact James Walters:  
[jwalters@ncmpr.org](mailto:jwalters@ncmpr.org)

*An Affiliate Council of the American Association of Community Colleges*

"Juarez Suarez, Susana" <juarezsuarezs@cod.edu>

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**NCMPR Invoice - \$4325**

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"Juarez Suarez, Susana" <juarezsuarezs@cod.edu>

Thu, Sep 11, 2025 at 05:41 PM UTC

CC:

BCC:

Attached is invoice is in reference to P0018081.

With Appreciation,

Susana E. JuarezSuarez

Administrative Assistant - Office of Marketing & Creative Services

*Hablo Español*

(630)942-3370

**Remote Days:** Monday & Friday

College of DuPage, 425 Fawell Blvd. |IRC 1045|Glen Ellyn, IL 60137

[Marketing and Communications Department Request Forms | College of DuPage](#)

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**2 attachments**

NCMPR Renewal Membership Invoice31224.pdf

image001.jpg

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1086970

**Vendor Name:** NCMPR

**Check Details:**

**Check Number:** 0342590

**Check Amount:** \$ 8,525.00

**Check Date:** 9/16/2025

**Invoice Details:**

**Invoice Number:** 31432

**Invoice Date:** 6/12/2025

**PO Number:** P0018080

**Voucher Number:** V0899844

**Document Type:** AP Invoice

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**Document Below**



5901 Wyoming Blvd. NE  
#J-254  
Albuquerque, NM 87109  
505.349.0500  
FEIN #23-7345483

## INVOICE

**INVOICE NO: 31432**  
**DATE: June 12, 2025**

**To:** Laurie Jorgensen  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6599  
Phone: (630) 942-2755  
jorgensenl@cod.edu

CONTACT NAME	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. Point	TERMS
					Upon Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	NCMPR Membership Renewal For members: Carolyn Jones membership 2025-26 (Renewal) Sophia Manesiotis membership 2025-26 (New) Emma Blaser membership 2025-26 (New)	\$825.00	\$825.00
SUBTOTAL			\$825.00
PAYMENT			\$0.00
<b>TOTAL DUE</b>			<b>\$825.00</b>

Make all checks payable to: NCMPR

If you have any questions concerning this invoice, contact James Walters:

[jwalters@ncmpr.org](mailto:jwalters@ncmpr.org)

*An Affiliate Council of the American Association of Community Colleges*

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1086970

**Vendor Name:** NCMPR

**Check Details:**

**Check Number:** 0342590

**Check Amount:** \$ 8,525.00

**Check Date:** 9/16/2025

**Invoice Details:**

**Invoice Number:** PIOMVEWF-b

**Invoice Date:** 6/11/2025

**PO Number:** P0018082

**Voucher Number:** V0899845

**Document Type:** AP Invoice

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**Document Below**





## Invoice Leadership Institute 2025-2026

**Payment Status:** Unpaid  
**Registration ID:** REGPI0MVEWF  
**Registration Date:** June 11, 2025

**Invoice ID:** EVERT000TXYPE-PI0MVEWF  
**Issue Date:** June 11, 2025

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, Illinois  
60137, United States

**NCMPR**  
National Council for Marketing & Public Relations  
5901 Wyoming Blvd. NE  
#J-254  
Albuquerque, NM 87109  
505.349.0500  
FEIN #23-7345483

Connecting  
Community College  
Communicators

Item	Owner	Download / Status	USD
Leadership Institute Registration 2025-2026	Jeremy Huggins	Pending Payment	3,000.00
<b>Total</b>			3,000.00
<b>Amount Paid</b>			0.00
<b>Amount Due</b>			3,000.00

Payment	Date	Status	Transaction ID	USD
OTHER	June 11, 2025	<a href="#">Pay Here</a>		3,000.00

Please include the last **8 digits of your Invoice ID** on your check.  
Make all checks payable to: NCMPR

If you have any questions concerning this invoice, contact Lawanna Duran: [lduran@ncmpr.org](mailto:lduran@ncmpr.org) (505) 349-0500, Ext. 3

*An Affiliate Council of the American Association of Community Colleges*

**Refund Policy:** For special circumstances such as family or medical emergencies that arise, NCMPR will issue a full refund upon receipt of proper documentation by a physician. Substitutions are gladly accepted. Registrants are also invited to consider donation of the registration fee credits back to NCMPR in further support of the ongoing mission of the association.



Powered by [PheedLoop.com](https://PheedLoop.com)  
Live, Virtual, Hybrid Event Technology

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1086970

**Vendor Name:** NCMPR

**Check Details:**

**Check Number:** 0342590

**Check Amount:** \$ 8,525.00

**Check Date:** 9/16/2025

**Invoice Details:**

**Invoice Number:** 31220

**Invoice Date:** 5/6/2025

**PO Number:** NULL

**Voucher Number:** V0899873

**Document Type:** AP Invoice

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**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 2.21, Vendor Payment.

Date: 09/11/2025 Vendor ID: 1086970 Vendor Name: NCMPR

Payee Address: 5901 Wyoming Blvd., NE., #J-254, Albuquerque, NM, 87109 Payment Due Date: ASAP

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
31220	01-90-00825-5309001	Marketing & Creative Services Other Contractual Services Exp	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:

NCMPR Membership Renewal  
For member: Jeremy Huggins

Other Instructions:

### All requests will require the following approvals:

Requester: Susana E JuarezSuarez Digitally signed by Susana E JuarezSuarez  
Date: 2025.09.12 07:49:11 -05'00' Print Name: \_\_\_\_\_

Budget Officer: Jorgensen, Laurette Digitally signed by Jorgensen, Laurette  
Date: 2025.09.12 10:15:04 -05'00' Print Name: Laurie Jorgensen

Requests \$10,000 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 \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$25,000 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.



## INVOICE

**INVOICE NO: 31220**  
**DATE: May 6, 2025**

**To:** Laurie Jorgensen  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6599  
Phone: (630) 942-2755  
jorgensenl@cod.edu

CONTACT NAME	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. Point	TERMS
					Upon Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	NCMPR Membership Renewal For member: Jeremy Huggins membership 2025-26	\$375.00	\$375.00
SUBTOTAL			\$375.00
PAYMENT			\$0.00
<b>TOTAL DUE</b>			<b>\$375.00</b>

Make all checks payable to: NCMPR  
If you have any questions concerning this invoice, contact James Walters:  
[jwalters@ncmpr.org](mailto:jwalters@ncmpr.org)

*An Affiliate Council of the American Association of Community Colleges*

**"Maday, Kari"** <madayk2239@cod.edu>

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**Attached Image**

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**"Maday, Kari"** <madayk2239@cod.edu>

Fri, Sep 12, 2025 at 03:43 PM UTC

CC:

BCC:

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**1 attachment**

0139\_001.pdf