

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087083

Vendor Name: NILRC

Check Details:

Check Number: 0342301

Check Amount: \$ 3,307.50

Check Date: 9/3/2025

Invoice Details:

Invoice Number: 14662

Invoice Date: 7/1/2025

PO Number: P0018666

Voucher Number: V0899048

Document Type: AP Invoice

Document Below



Network of Illinois Learning Resources in Community Colleges

PO Box 5365

Buffalo Grove, IL 60089

+12622878017

director@nilrc.org

www.nilrc.org

INVOICE

BILL TO

College of DuPage 2

425 Fawell

Glen Ellyn, IL 60137

INVOICE # 14662

DATE 07/01/2025

DUE DATE 07/31/2025

TERMS Net 30

Purchase Order #: P0018666 NILRC

DESCRIPTION	AMOUNT
SmarterMeasure Online Student Assessment 7/1/2025-6/30/2026	3,307.50

BALANCE DUE

\$3,307.50

Lois Bruno NILRC Director <director@nilrc.org>

Re: [External] Re: College of DuPage - PO #P0018666

Lois Bruno NILRC Director <director@nilrc.org>

Tue, Aug 26, 2025 at 05:39 PM UTC

CC:

BCC:

Please process the attached invoice.

Thank you,
Lois Bruno

On Tue, Aug 26, 2025 at 12:35PM Lopez, Diana <lopezd3143@cod.edu> wrote:

Hello Lois,

...

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.

Please be sure to copy me in on the email.

Thank you!

...

Diana Lopez

Administrative Assistant to Dr. Jorge Nieto

Associate VP – Academic Affairs

Lopezd3143@cod.edu

Direct: 630-942-3249

"Education is the most powerful weapon which you can use to change the world." - Nelson Mandela

...

From: Lois Bruno NILRC Director <director@nilrc.org>

Sent: Tuesday, August 26, 2025 12:27 PM

To: Lopez, Diana <lopezd3143@cod.edu>

Subject: Re: [External] Re: College of DuPage - PO #P0018666

Hi Diana,

I was mistaken in my earlier reply to your email. We have **not** received payment for invoice #14662. I have attached a copy with the required PO number.

Thanks,

Lois

On Thu, Jul 31, 2025 at 1:39PM Lois Bruno NILRC Director <director@nilrc.org> wrote:

Hi Diana,

I have already received payment for the two invoices related to COD.

Thank you,

Lois

On Thu, Jul 31, 2025 at 1:30PM Lopez, Diana <lopezd3143@cod.edu> wrote:

Thank you, Lois! Please be sure to follow the submission instructions below, to ensure payment.

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 must clearly indicate Purchase Order Number on the invoice.
- Invoices must be submitted electronically in PDF format only.
- One PDF per email allowed.
- **One invoice per e-mail is required.**

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor 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

Diana Lopez

Administrative Assistant to Dr. Jorge Nieto

Associate VP – Academic Affairs

Lopezd3143@cod.edu

Direct: 630-942-3249

"Education is the most powerful weapon which you can use to change the world." - Nelson Mandela

From: Lois Bruno NILRC Director <director@nilrc.org>

Sent: Thursday, July 31, 2025 1:28 PM

To: Fitzpatrick, Kellen <fitzpatrickk286@cod.edu>

Cc: Lopez, Diana <lopezd3143@cod.edu>

Subject: [External] Re: College of DuPage - PO #P0018666

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.

Received.

Thank you

On Wed, Jul 30, 2025 at 8:58AM Fitzpatrick, Kellen <fitzpatrickk286@cod.edu> wrote:

Dear Vendor,

Attached is a College of DuPage (COD) Purchase Order for processing.

Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email.

Please work directly with them to ensure this order is processed accordingly.

SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

SUMMER HOURS: CLOSED FRIDAYS JUNE 6, 2025, THROUGH AUGUST 8, 2025.

WAREHOUSE HOURS FOR DELIVERIES: MONDAY-THURSDAY 7:00 A.M.-4:30 P.M. CST.

Shipping & Receiving Questions should be directed to the COD Warehouse at: 630-942-2550.

INVOICE QUESTIONS (Procurement Services does not process payments)

Invoice Questions should be directed to the Accounts Payable department at acctpay@cod.edu or 630-942-2228.

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 must clearly indicate Purchase Order Number on the invoice.
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- One PDF per email allowed.
- One invoice per e-mail is required.

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Please submit requests to purchasing@cod.edu

Thank you!

Procurement Services

Purchasing@cod.edu

2 attachments

COD#14662_SmarterMeasure.pdf

image001.png