

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1774285 **Vendor Name:** Aurora Training Advantage

**Check Details:**

**Check Number:** 0346337 **Check Amount:** \$ 599.00 **Check Date:** 11/11/2025

**Invoice Details:**

**Invoice Number:** 541649 **Invoice Date:** 11/4/2025 **PO Number:** P0020259  
**Voucher Number:** V0912847

**Document Type:** AP Invoice

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**Document Below**

Aurora Training Advantage, LLC  
520 W Lake Mary Blvd, Ste 200  
Sanford, FL 32773

# INVOICE

BILL TO:  
Gina Wheatley  
c/o Accounts Payable  
  
US

Invoice Number: 541649  
Invoice Date: 11/04/2025  
Our Order Number: 119864  
Purchase Order Number: P0020259  
Terms: net 30  
Status: open

Quantity	Description	Unit Price	Amount
1	Subscription :: All Access Membership seat assigned to Gina Wheatley	\$599.00	\$599.00
Subtotal =			\$599.00
Sales Tax =			\$0.00
Total Due =			\$599.00

**Make All Checks Payable To:**

Aurora Training Advantage, LLC  
520 W Lake Mary Blvd, Ste 200  
Sanford, Florida 32773

**Direct All Inquiries To:**

Aurora Training Advantage, LLC  
(407) 542-4317

THANK YOU FOR YOUR BUSINESS!

Erin Russell <erussell@auroratrainingadvantage.com>

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[External] Fwd: College of DuPage PO# P0020259 - Aurora Training Advantage 1774285

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Erin Russell <erussell@auroratrainingadvantage.com>

Tue, Nov 4, 2025 at 07:58 PM UTC

CC: Wheatley, Gina <paladinog@cod.edu>, Coates, Judy <coatesj73@cod.edu>, Invoicing <invoicing@cod.edu>, Accounting Department <accounting@auroratrainingadvantage.com>, Chelsea Woodring <cwoodring@auroratrainingadvantage.com>

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.

Hello Pamela.

Thank you for reaching out. I have attached the Invoice below along with our W-9 for Gina's Membership.

I just emailed Gina her login details and how to access her benefits.

Thank you!



**Erin Russell** - *Account Manager*  
Aurora Training Advantage



(407) 930-7961



[erussell@auroratrainingadvantage.com](mailto:erussell@auroratrainingadvantage.com)



<https://auroratrainingadvantage.com>



----- Forwarded message -----

From: **McGowan, Pamela** <[mcgowanp295@cod.edu](mailto:mcgowanp295@cod.edu)>

Date: Tue, Nov 4, 2025 at 2:44PM

Subject: College of DuPage PO# P0020259 - Aurora Training Advantage 1774285

To: [erussell@auroratrainingadvantage.com](mailto:erussell@auroratrainingadvantage.com) <[erussell@auroratrainingadvantage.com](mailto:erussell@auroratrainingadvantage.com)>

Cc: Kathleen Colon <[kcolon@auroratrainingadvantage.com](mailto:kcolon@auroratrainingadvantage.com)>, Wheatley, Gina <[paladinog@cod.edu](mailto:paladinog@cod.edu)>, Coates, Judy <[coatesj73@cod.edu](mailto:coatesj73@cod.edu)>

Hi, Erin.

Our purchase order for one all-access membership has processed.

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Please **submit an invoice** to [invoicing@cod.edu](mailto:invoicing@cod.edu) and **include the attached purchase order** document. If you do not normally use invoices, let me know and I can send a sample/template.

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**Important note** : this membership should be put in **the name of Gina Wheatley** . Her email is [paladinog@cod.edu](mailto:paladinog@cod.edu) and her phone number is 630-942-2668. If you need additional information for Gina, please let me know.

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Thanks,

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**Pamela McGowan**

**Employee Development Analyst**

*Employee Development Center*

**College of DuPage**

(630) 942-2637 | [mcgowanp295@cod.edu](mailto:mcgowanp295@cod.edu)

425 Fawell Blvd | SRC 1107 | Glen Ellyn, IL 60137

EDC Email: [EDC@cod.edu](mailto:EDC@cod.edu)

EDC phone: (630) 942-3805

**[Click here to access the Events Calendar in Cornerstone](#)**

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**From:** Frick, Eric <[fricke@cod.edu](mailto:fricke@cod.edu)>  
**Sent:** Tuesday, November 4, 2025 12:54 PM  
**To:** Kathleen Colon <[kcolon@auroratrainingadvantage.com](mailto:kcolon@auroratrainingadvantage.com)>  
**Cc:** McGowan, Pamela <[mcgowanp295@cod.edu](mailto:mcgowanp295@cod.edu)>  
**Subject:** College of DuPage PO# P0020259

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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.

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**

- 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](mailto:purchasing@cod.edu)

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

***Thank you!***

***Procurement Services***

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



**3 attachments**

Invoice # 541649.pdf

P0020259 to Accompany Invoice.pdf

ATA 2025 W-9.pdf