

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1083472 **Vendor Name:** Cooperative Education Association,DBA Cooperative Education & Internship Association

**Check Details:**

**Check Number:** 0346698 **Check Amount:** \$ 200.00 **Check Date:** 11/25/2025

**Invoice Details:**

**Invoice Number:** 07996 **Invoice Date:** 11/19/2025 **PO Number:** NULL  
**Voucher Number:** V0914218

**Document Type:** AP Invoice

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**Document Below**

INVOICE

[View invoice online](#)

CEIA Inc  
Member application

Invoice number: 07996

Issued: 08 Jan 2025

Bill to:  
Rebecca Harrington  
riversr@cod.edu  
College of DuPage

Item	Amount
Membership application. Level: A. Member - Individual	\$200.00

Total: \$200.00  
Balance Due: \$200.00

This is your INVOICE.

CEIA, Inc.  
Cooperative Education and Internship Association  
11032 Carissa Drive  
Dallas, Texas 75218  
tel: 513-543-6664

**\*\*For Organizational groups larger than 10 members, please contact the CEIA office at: [info@ceiainc.org](mailto:info@ceiainc.org)**

CEIA, Inc.  
Cooperative Education and Internship Association  
11032 Carissa Drive  
Dallas, Texas 75218  
tel: 513-543-6664  
[www.ceiainc.org](http://www.ceiainc.org)

## 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: 11/19/25 Vendor ID: 1083472 Vendor Name: Cooperative Education Association DBA  
Cooperative Education & Internship Association  
Payee Address: 11032 Carissa Drive, Dallas, Texas, 75218 Payment Due Date: \_\_\_\_\_

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
07996	01-30-00473-5406002	Career Services Center-Dues	200.00
Total			\$ 200.00

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:

Other Instructions:

This request is for a manual check request of \$200.00 for a renewal membership to CEIA for one staff Member in Career Services (Rebecca Harrington, Program Manager). Invoice Attached.

### All requests will require the following approvals:

Requester: April Fern Print Name: April Fern  
Budget Officer: Melissa Schertz Print Name: Melissa Schertz

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.

"Fern, April" <ferna@cod.edu>

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**CEIA Manual Check Request Form/Package-For your Review and Signature**

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"Fern, April" <ferna@cod.edu>

Wed, Nov 19, 2025 at 07:09 PM UTC

CC: Schertz, Melissa <weberm118@cod.edu>

BCC:

Greetings:

Manual Check Request for CEIA Invoice 07996.

Connect with Melissa Schertz, if there are questions starting, 11-24-25 through 11-26-25.

Regards,

April M. Fern, Coordinator

Career Services,

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

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**1 attachment**

CEIA Invoice 07996 and Manual Check Request Form 11-19-25.pdf

**From:** [Schertz, Melissa](#)  
**To:** [Zerrudo, Marivic](#)  
**Cc:** [Fern, April](#)  
**Subject:** Re: [External] CEIA membership renewal - incorrect Invoice #  
**Date:** Tuesday, December 2, 2025 12:22:04 PM  
**Attachments:** [CEIA Membership Invoice 08381 2026.pdf](#)

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Hi Marivic,

Thanks for looking into this. Apologies, it looks like the invoice from last year was attached on accident. I've attached the current/updated one.

Melissa

Melissa Schertz, CRC/Manager, Career Services  
College of DuPage Career Services Center, SSC 3373  
[Cod.edu/CareerServices](http://Cod.edu/CareerServices)

Monday-Thursday: 8am-5pm, Friday: 8am-4pm

The Career Services Center staff checks emails during regular business hours. Please allow 48 business hours for a reply.



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**From:** Zerrudo, Marivic <zerrudom@cod.edu>  
**Sent:** Tuesday, December 2, 2025 12:13 PM  
**To:** Schertz, Melissa <weberm118@cod.edu>  
**Cc:** Fern, April <ferna@cod.edu>  
**Subject:** RE: [External] CEIA membership renewal - incorrect Invoice #

Hi Melissa,

Attached is the check request we received. We were provide invoice no. 07996 for \$200.00

Is the one the vendor is referring to? We entered the invoice no. provided to us.

Thank you

**Marivic Zerrudo**  
**Accounts Payable Specialist**  
**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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**From:** Schertz, Melissa <weberm118@cod.edu>  
**Sent:** Tuesday, December 2, 2025 11:06 AM  
**To:** Zerrudo, Marivic <zerrudom@cod.edu>  
**Cc:** Fern, April <ferna@cod.edu>  
**Subject:** Fw: [External] CEIA membership renewal - incorrect Invoice #

Hi Marivic,

A vendor, CEIA, notified us that the check they received had an old invoice number listed. They are still willing to accept the check, but I wanted to make you aware in case you needed to update it on your end. Please let me know if you have any questions.

Thanks,  
Melissa

Melissa Schertz, CRC/Manager, Career Services  
College of DuPage Career Services Center, SSC 3373  
[Cod.edu/CareerServices](http://Cod.edu/CareerServices)

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**From:** Harrington, Rebecca <[riversr@cod.edu](mailto:riversr@cod.edu)>  
**Sent:** Tuesday, December 2, 2025 10:08 AM  
**To:** Career Services <[csc@cod.edu](mailto:csc@cod.edu)>  
**Cc:** Schertz, Melissa <[weberm118@cod.edu](mailto:weberm118@cod.edu)>; Fern, April <[ferna@cod.edu](mailto:ferna@cod.edu)>  
**Subject:** Fwd: [External] CEIA membership renewal - incorrect Invoice #

I heard from CEIA that the they received the check for my membership, but it had last year's invoice number. She is accepting the check, but she wanted to make sure our accounting has the information if they need to make a change.

I wasn't sure where we should send this information for sure.

Thank you,

Rebecca

Begin forwarded message:

**From:** Peggy Harrier <[peggy@ceiainc.org](mailto:peggy@ceiainc.org)>  
**Date:** December 2, 2025 at 10:01:42 AM CST  
**To:** "Harrington, Rebecca" <[riversr@cod.edu](mailto:riversr@cod.edu)>  
**Cc:** [osc@cod.edu](mailto:osc@cod.edu)  
**Subject:** [External] CEIA membership renewal - incorrect Invoice #

**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 Rebecca,

To follow up on our phone conversation this morning, please note that an incorrect Invoice #07996 was printed on your 2026 CEIA membership renewal, check #0346698. That invoice # was from last January for your CEIA 2025 membership renewal.

We have credited your account using your check payment for your 2026 CEIA membership renewal with Invoice #08381. Please let your Finance office aware of this so they can update the account correctly.

Thanks,  
Peggy

**PEGGY HARRIER**, Executive Director and Past President  
*CEIA, Inc.*  
*Cooperative Education & Internship Association, Inc.*  
11032 Carissa Drive  
Dallas, Texas 75218  
TEL: 513-543-6664  
[peggy@ceiainc.org](mailto:peggy@ceiainc.org)  
[www.ceiainc.org](http://www.ceiainc.org)

Retired, *Cincinnati State College*  
Business Technologies Division



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CEIA, Inc.  
Cooperative Education and Internship Association  
11032 Carissa Drive  
Dallas, Texas 75218  
tel: 513-543-6664

[Pay online](#)

Search

Records found: 3

Date	Transaction	Balance due <input checked="" type="checkbox"/>
23 Oct 2025	<p>Invoice #08381</p> <p>Member renewal</p> <p>A. Member - Individual</p>	<p>\$200.00 <input checked="" type="checkbox"/></p>
This is your INVOICE. CEIA, Inc. Cooperative Education and Internship Association 11032 Carissa...		
04 Feb 2025	<p>Payment</p> <p>Check</p>	<p>\$200.00</p> <p>Settled</p> <p>Invoice #07996</p>
08 Jan 2025	<p>Invoice #07996</p> <p>Member application</p> <p>A. Member - Individual</p>	<p>\$200.00</p> <p>Settled</p> <p>Paid: 04 Feb 2025</p>



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