

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086919

Vendor Name: NBCC

Invoice Number: P0369977

Invoice Date: 06/16/20

PO Number: B0369977

Check Number: 0269091

Check Amount: \$ 300.00

Check Date: 06/23/2020

Department ID: 00197

Reviewer Name:

Voucher Number: V0630364

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: dandoa@cod.edu
Sent: Tue Jun 16 12:55:12 CDT 2020
To: invoicing@cod.edu
CC: cruza251@cod.edu
Subject: Check Enclosed Request PO#369977

Hello,

The attached purchase order and check enclosed has been ordered by Anabel Cruz. Kindly work directly with her as needed.

Thank you.

Best,

Anne Marie Dando
Purchasing Assistant



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

[Click Here for current bids/Rfps!](#)

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078



Check
Enclosed

Check Enclosed request from Anabel Cruz. Vendor will only accept check payments. Kindly prepare for 6/25/20 check run. Thank you. 6/16/20 and

PURCHASE ORDER

369977

Page: 1

Release Method: Hard Copy

Release Date: 06/16/2020

Created Date: 06/16/2020

*** Confirming Purchase Order *****Vendor:**

1086919
NBCC
P.O. Box 77698
Greensboro, NC 27417-7698

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing Manager

Attn: Customer Service

Phone: 123-123-1234

Fax:

Phone: 630-942-2378

Fax:

Deliver To: Jason Florin

AP VERIFIED
06/17/20 - BETHANY CRUSE

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Check Enclosed. Please attached invoice with payment.

Requisition Number(s): 680614

Requisitioner Name(s): Anabel Cruz

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	ACEP Annual Maintenance Fee	\$300.00	\$300.00

Deliver To: Jason Florin

Sub Total: \$ 300.00

Total: \$ 300.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00197-5406002		\$300.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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. 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 to the Contractor, 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 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, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

369977

Page: 2**Release Method:** Hard Copy**Release Date:** 06/16/2020**Created Date:** 06/16/2020*** Confirming Purchase Order ***

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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.



ACEP Annual Maintenance Fee

ACEP #: 5670
nF #: 612888

Dear ACEP Administrator,

The National Board for Certified Counselors (NBCC) is working hard to address the needs of our continuing education providers during this global pandemic. Although it is customary for NBCC to mail the invoice for the ACEP Annual Maintenance Fee, we are now sending them via email in order to ensure everyone has remote access.

Below you will find your ACEP Annual Maintenance Fee invoice:

Charge	Amount Owed
ACEP Annual Maintenance Fee	\$300.00

Total: \$300.00

Payment must be received on or before September 1, 2020.

The payment button below will allow you to complete the payment process. **If payment is not received by September 1, 2020 a \$100 late fee will be assessed.** You may also update your contact information, if needed. We thank you for the quality programming you continue to provide in this difficult time. Stay safe.

If you have any questions, please contact us.

Thank you,

Continuing Education Provider Services Team

PAY NOW