

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1426588

Vendor Name: Prairie Compass

Invoice Number: COD-13.2-A

Invoice Date: 03/16/20

PO Number:

Check Number: E0080292

Check Amount: \$ 180.00

Check Date: 06/03/2020

Department ID: 61009

Reviewer Name:

Voucher Number: V0624306

Redaction Type: None

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

Document Below

From: cruseb199@cod.edu
Sent: Fri May 29 11:50:45 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

College of DuPage - Accounts Payable
Check Request Form
revised 6/26/19

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 Vendor Payment - Check Request Procedure No. 10-65

Date: 3/16/2020
Vendor ID: 1426588

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
COD-13.2-a		05	61	61009	5309005	Non-Credit instructional Serv	\$ 180.00

Grand Total \$ 180.00

AP VERIFIED

Check the appropriate box below and sign

☒ 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.

Payee Name: Prairie Compass, Inc
Payee Address: Attn: Todd Volker, 1630 W. Main St.,
Ottawa, IL 61350

Other Instructions: _____

Description on Check:

Instruction, Learn to Play the Ukulele (MUSIC-0001-004)

Approvals:

Prepared By: Yvonne Bedford
Signature: *Yvonne Bedford*
Payment Due: 4/17/2020
Board Approved Date: _____

Approved By: Dan Deary Date: 3/16/20
Signature: *[Signature]*
Approved By: _____ Date: _____
Signature: _____ Date: _____

Approved By Division VP: _____

Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu



ID# 1426588

INVOICE

Invoice# COD-13.2-a

Subject: CE instruction invoice

Date: 5 March 2020

To: College of DuPage
Attn., Accounts Receivable
425 Fawell Blvd.
Glen Ellyn, IL 60137

From: Prairie Compass, Inc. # 1426588
Attn., Todd Volker
1630 W. Main Street
Ottawa, Illinois 61350

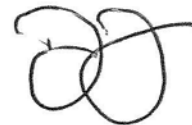
FEIN: 36-4628269

3 hours instruction @60 \$180
Learn to Play the Ukulele MUSIC-0001-004

TOTAL \$180

G/L# 05-61-61009-5309005

APPROVED



MAR 16 2020



**Vendor AGREEMENT
Between
COLLEGE OF DuPAGE
And
Prairie Compass, Inc.**

This Agreement is entered into this 1st day of July, 2019 between College of DuPage and Prairie Compass, Inc.

SERVICES: Prairie Compass, Inc. shall perform the following services for the College of DuPage:
You can Ukulele: Learn to Play the Ukulele course with potentially additional ukulele courses through Continuing Education.

Vendor will perform duties at the College using College facilities as appropriate.

WORK PRODUCT: All documents, including reports and all other work products produced by Vendor under this Agreement shall become and remain the property of College of DuPage. The Vendor shall submit any document, publication, brochure, electronic media, etc., which was developed for College of DuPage under this Agreement to the College for copyright or trademark by the College. The textbook and songbook material used in the delivery of this course shall remain the property of Prairie Compass, Inc.

TERM: The term of this agreement shall be Monday, July 1st, 2019 to Sunday, June 30, 2020.

REMUNERATION: The total amount for FY20 shall not exceed \$1,000 for instructional services and \$2,000 for instructional material. Invoices for services are to be submitted to College of DuPage prior to any payment to Prairie Compass, Inc. Prairie Compass shall receive a rate of fifty-five dollars (\$55) per College of DuPage registrant for applicable course materials as defined above. Prairie Compass shall receive an additional \$60 per hour of scheduled course instruction. In accordance with Local Government Prompt Payment Act, the College will approve or disapprove an invoice from Prairie Compass within 30 days after receipt of the invoice or after the date of receipt of the goods, whichever is later.

VENDOR: It is understood, acknowledged and agreed by the Parties that the relationship of Vendor to the College arising out of this Agreement shall be that of an independent contractor. Neither Vendor nor any employee or agent of Vendor is an employee or agent of the College and therefore, is not entitled to any benefits provided employees of the College. Vendor has no authority to employ/retain any person as an employee or agent for or on behalf of the College for any purpose. Vendor shall not represent to anyone that he is an employee of the College.

PAYMENT: Vendor must agree to receive all payments from the College via an Automated Clearing House (ACH) transfer (CCD file format only). Instructions for registering for ACH payments are available on the College's Purchasing Department website: <http://www.cod.edu/about/purchasing/index.aspx>. Any bill approved for payment shall be paid within 30 days after the date of approval (term: Net 60), in compliance with the Local Government Prompt Payment Act. If payment is not made within the 60-day period, an interest penalty requirement of 1% per month is allowed if denoted and approved herein.

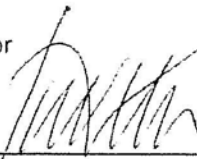
TAXES: Prairie Compass, Inc. shall be responsible for any and all state, local and federal taxes due related to income from the above services. Vendor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment. Prairie Compass, Inc. is required to provide a completed IRS W-9 document in order to do business with the College.



TERMINATION: The College may terminate this Agreement and the services at any time upon five (5) days written notice to Vendor. The College shall not be responsible for any services or expenses incurred after the date of termination.

In consideration thereof, both parties agree to the conditions set forth above.

Vendor

x 

Todd Volker

Prairie Compass, Inc.

36-4628269

SS# OR FEIN

July 3 2009

Date

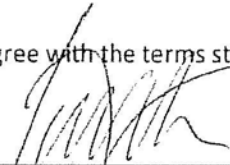


College of DuPage
Ellen M. Roberts
Interim Vice President
Administrative Affairs

7-10-19

Date

I agree with the terms stated above and certify that I have received a copy of the contract agreement.

x 

Vendor (Todd Volker)

July 3 2019

Date