

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083805
Vendor Name: CompTIA Certifications LLC
Invoice Number: 109465
Invoice Date: 02/17/21
PO Number: P0372424
Check Number: 0277265
Check Amount: \$ 6,804.00
Check Date: 03/09/2021
Department ID: 14230
Reviewer Name: Jarret Dyer
Voucher Number: V0662172
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Brian Matzelle <BMatzelle@comptia.org>
Sent: Thu Feb 18 09:45:15 CST 2021
To: invoicing@cod.edu
CC:
Subject: [External] FW: College of DuPage PO#372424

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.

APPROVED
02/19/21 - DIANE SZAKONYI

Hello,

Please find attached your invoice for PO #372424.

Take care,

Brian

Brian Matzelle | Sr. Manager, US Academic Business Development

Office: 630.678.8324 | Cell: 630.631.8850 | CompTIA.org

Learn about our [Academy Partner Program!](#)

New! [CompTIA Solutions Catalog](#)

From: Dando, Anne Marie <dandoa@cod.edu>

Sent: Tuesday, February 16, 2021 5:37 PM

To: Brian Matzelle <BMatzelle@comptia.org>

Cc: Dyer, Jarret <dyerja@cod.edu>

Subject: College of DuPage PO#372424

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (Reply ALL) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2550

The warehouse is open Monday through Friday: 7:30am to 3:30pm

Kindly monitor website for ongoing updates.

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Best,

Anne Marie Dando

Procurement Services Assistant



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

[Click Here](#) for current bids/Rfps!
COD: Check out our [Team Site](#)!

[attachment: COD 2-17-21.pdf]



INVOICE

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
USA
ATTN: Jarret Dyer, dyerja@cod.edu

Invoice Date: 2/17/21
Invoice Number: 109465
Member ID: 517810
PO Number: 372424
Payment Due: Upon Receipt
Order Number: 364797

Qty	Description	Each	Total
200	CompTIA IT Fundamentals (ITF+) Student (Exam FC0-U61) eBook	\$ 16.00	\$ 3,200.00
APPROVED 02/19/21 - DIANE SZAKONYI			
Total due upon receipt			\$ 3,200.00

Remittance by Check:

Payable to: CompTIA Inc Master Operating Account
Mail To: CompTIA (Accounts Receivable)
3500 Lacey Road, Suite 100
Downers Grove, IL, 60515-5439

Federal Tax ID: 06-1058206

Payment Contact, Credit Card Payment:

Billing: 630.678.8596

Pay by Wire

J.P. Morgan
10 South Dearborn, Chicago, IL 60603
Account Name: The Computing Technology Industry Association Inc.
Account Number: 20000000009562
SWIFT Code for Intl Wire: CHASUS33
Bank Routing/Transit Number: 021000021
ACH Routing Number 028000024

NOTE: Credit Card Transactions over \$5,000 will be charged a 3.5% Service Fee

Questions? Invoice Contact: Brian Matzelle 630-678-8324 bmatzelle@comptia.org

Payments are not deductible as a charitable contribution but may be deductible as an ordinary and necessary business expense. Please consult your tax professional.

THANK YOU FOR YOUR SUPPORT

3500 Lacey Road

Suite 100

Downers Grove, IL 60515-5439

Phone: 630.678.8300

Fax: 630.678.8384

www.comptia.org

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083805
Vendor Name: CompTIA Certifications LLC
Invoice Number: 109664
Invoice Date: 03/03/21
PO Number: P0372536
Check Number: 0277265
Check Amount: \$ 6,804.00
Check Date: 03/09/2021
Department ID: 14230
Reviewer Name: Jarret Dyer
Voucher Number: V0664064
Redaction Type: None
Document Type: AP Invoice

Document Below



INVOICE

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
USA
ATTN: Jarret Dyer, dyerja@cod.edu

Invoice Date: 3/3/21
Invoice Number: 109664
Member ID: 517810
PO Number: 372536
Payment Due: Upon Receipt
Order Number: 365705

Qty	Description	Each	Total
34	CompTIA A+ Vouchers	\$ 106.00	\$ 3,604.00
Total due upon receipt			\$ 3,604.00

Remittance by Check:

Payable to: CompTIA Inc Master Operating Account
Mail To: CompTIA (Accounts Receivable)
3500 Lacey Road, Suite 100
Downers Grove, IL, 60515-5439

Federal Tax ID: 06-1058206

Payment Contact, Credit Card Payment:

Billing: 630.678.8596

Pay by Wire

J.P. Morgan
10 South Dearborn, Chicago, IL 60603
Account Name: The Computing Technology Industry
Association Inc.
Account Number: 20000000009562
SWIFT Code for Intl Wire: CHASUS33
Bank Routing/Transit Number: 021000021
ACH Routing Number 028000024

NOTE: Credit Card Transactions over \$5,000 will be charged a 3.5% Service Fee

Questions? Invoice Contact: Brian Matzelle 630-678-8324 bmatzelle@comptia.org

Payments are not deductible as a charitable contribution but may be deductible as an ordinary and necessary business expense. Please consult your tax professional.

THANK YOU FOR YOUR SUPPORT

3500 Lacey Road

Suite 100

Downers Grove, IL 60515-5439

Phone: 630.678.8300

Fax: 630.678.8384

www.comptia.org

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

Vendor:

1083805
CompTIA Certifications LLC
3500 Lacey Rd Ste 100
Downers Grove, IL 60515

Attn: Brian Matzelle

Phone: 630-678-8300
Fax:

CONFIRMATION OF ORDER

372536

Page: 1

Release Method:

Release Date:

Need By Date:

Hard Copy

02/25/2021

03/01/2021

APPROVED
03/05/21 - DIANE SZAKONYI

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238
Fax: 630-942-2417

Purchase Order Comments:

Requisition Numbers: 683760

Requisitioner Name(s): Jarret Dyer

Vendor Item	QTY	UOM	Description	Unit Price	Total Price
NA	34	Each	A+ Certification Exam Units	\$106.00	\$3,604.00
Deliver To: Dyer, Jarret M.					

SubTotal	\$3,604.00
Shipping & Handling	\$0.00
Tax	\$0.00
Total	\$3,604.00

Account Code Summary		
Account Code	Account Description	Amount
01-30-14230-5309001		\$3,604.00

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.
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

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

Vendor:

1083805
CompTIA Certifications LLC
3500 Lacey Rd Ste 100
Downers Grove, IL 60515

Attn: Brian Matzelle

Phone: 630-678-8300
Fax:

CONFIRMATION OF ORDER

372536

Page: 2

Release Method: Hard Copy

Release Date: 02/25/2021

Need By Date: 03/01/2021

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238
Fax: 630-942-2417

payroll records for all workers and sub-contractors utilized for the project.

*Duplicate Purchase
Order: This is a Copy!*

From: Brian Matzelle <BMatzelle@comptia.org>
Sent: Thu Mar 04 14:50:34 CST 2021
To: invoicing@cod.edu
CC:
Subject: [External] CompTIA 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.

Hello,

Please find attached your CompTIA invoice. I've also attached the PO for reference.

Thanks,

Bria

Brian Matzelle | Sr. Manager, US Academic Business Development
Office: 630.678.8324 | Cell: 630.631.8850 | CompTIA.org
Learn about our Academy Partner Program!
New! CompTIA Solutions Catalog

-----Original Message-----

From: Dyer, Jarret
Sent: Tuesday, March 2, 2021 9:13 AM
To: Brian Matzelle
Subject: FW: [External] Mercury Commerce - Report Request: 3057091, Purchase Order Copy

Brian - Just checking to see if you received this!

JD

Jarret Dyer
Specialized Testing Services
College of DuPage
425 Fawell Blvd. 1 BIC 2A08 1 Glen Ellyn, IL 60137-6599 Phone 630.942.3202 1 Fax 630.942.2932 1
dyerja@cod.edu

Alternate contact:
Marilyn Ortiz 1 Phone 630.942.3765 1 Fax 630.942.2932 1 ortizm328@cod.edu

-----Original Message-----

From: Mercury Commerce Reports
Sent: Tuesday, March 2, 2021 9:10 AM
To: Dyer, Jarret
Subject: [External] Mercury Commerce - Report Request: 3057091, Purchase Order Copy

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.

Dear Customer,

Attached is the report that you requested from the Mercury Commerce easyPurchase application.

Additionally, the output of the report that you requested from the Mercury Commerce easyPurchase application is available on-line. You may download the report output by logging into the application, navigating to any Reports sub item and clicking the Status button at the bottom of the page. After locating the request ID, click on the disk icon in the right most column to download the output.

NOTE: The report output will only be available for 24 hours from the time the report was processed.

If you have any questions please contact MCS Customer Support at 630-942-2576. If you wish to respond to us via email please click the following link and send us your questions or concerns: <mailto:townej@cod.edu>.

Thanks for using Mercury Commerce, have a great day!

Sincerely,

MCS Customer Support

Powered By ESM Solutions Corp.

[attachment: 3057091.pdf]

[attachment: college of dupage 030321.pdf]