

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087082

Vendor Name: NIGP

Invoice Number: 433031

Invoice Date: 02/12/21

PO Number: P0372519

Check Number: E0083559

Check Amount: \$ 640.00

Check Date: 03/03/2021

Department ID: 00749

Reviewer Name:

Voucher Number: V0662493

Redaction Type: None

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

Document Below



Theresa F. Dobersztyn
2.24.21

MEMBERSHIP RENEWAL INVOICE

PO# 372519

BILL TO Agency PIN #: 28782

Ms. Theresa F. Dobersztyn, CPPB, C.P.M., Procurement
Services Manager
College of DuPage
425 Fawell Boulevard
1B03
Glen Ellyn, IL 60137-0000

Invoice Date: 2/12/2021
NIGP Fed. ID #: 53-0196623
Membership Exp. Date: 4/30/2021
Total Membership Fees Due: \$640.00
Invoice #: 433031

Membership Dues Rates

Base Agency Fee (includes first covered member)	\$190
2 - 10 per-person fee	\$90
11-20 per-person fee	\$85
21-40 per-person fee	\$80

Lewis E. Spangler

Professional Development Foundation
Scholarship Program

AP VERIFIED
02/26/21 - BETHANY CRUSE

As a 501(c)3 non-profit association, NIGP and the
LES Foundation qualifies as a charitable organization,
and as such, donations to NIGP and/or the
Foundation are tax-deductible. NIGP's federal tax ID
number is 53-0196623.

Simply Enclose Donation with Membership Payment \$20 \$30 \$100 \$500 \$1000 \$

Membership Dues Amount: \$640.00

Agency Phone: (630)942-4535

Invoice #: 433031

Agency Name: College of DuPage

Agency Pin: 28782

If paying by Credit Card please complete the following and Fax OR Mail to the
address listed below.

Total Amount Paid: _____

Credit Card: _____ MC VI AmEx (Circle one) Expiration Date: ____/____/____

CVV (3 digits on back of card) ____ Name on Card: _____

AmEx CVV (4 digits on front of card) ____ Signature _____

Billing Address Street _____

Billing Address City: _____ State: _____ Postal Code _____

Mail Check Payments WITH THIS INVOICE to:

National Institute of Governmental Purchasing, Inc.
or NIGP
2411 Dulles Corner Park Suite 350
Herndon, VA 20171
Phone: 1 (800) 367-6447 Fax: (703) 635-2326

Cancellation Policy:

Any registration cancellation will result in a credit in the amount
of the original purchase. The credit will be valid for twelve (12)
months from the date of the original event and can be used for
any other NIGP purchase or registration. If the entire credit is not
used by the expiration date, NIGP will not issue any extensions
of use or refunds.

From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Tue Feb 23 11:50:22 CST 2021
To: invoicing@cod.edu
CC: dobersztynt@cod.edu,townej@cod.edu
Subject: NIGP 2021 Membership Invoice with PO st to AP 2-23-21.pdf

Kindly process for payment. The invoice and a copy of the PO is attached.

Thank you.

Best,

Anne Marie Dando

Procurement Services Assistant



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

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

COD: Check out our [Team Site!](#)

[attachment: NIGP 2021 Membership Invoice with PO st to AP 2-23-21.pdf]



MEMBERSHIP RENEWAL INVOICE

PO# 372519

BILL TO Agency PIN #: 28782

Ms. Theresa F. Dobersztyn, CPPB, C.P.M., Procurement
Services Manager
College of DuPage
425 Fawell Boulevard
1B03
Glen Ellyn, IL 60137-0000

Invoice Date: 2/12/2021
NIGP Fed. ID #: 53-0196623
Membership Exp. Date: 4/30/2021
Total Membership Fees Due: \$640.00
Invoice #: 433031

Membership Dues Rates

Base Agency Fee (includes first covered member)	\$190
2 - 10 per-person fee	\$90
11-20 per-person fee	\$85
21-40 per-person fee	\$80

Lewis E. Spangler

Professional Development Foundation
Scholarship Program

As a 501(c)3 non-profit association, NIGP and the
LES Foundation qualifies as a charitable organization,
and as such, donations to NIGP and/or the
Foundation are tax-deductible. NIGP's federal tax ID
number is 53-0196623.

Simply Enclose Donation with Membership Payment \$20 \$30 \$100 \$500 \$1000 \$

Membership Dues Amount: \$640.00 Agency Phone: (630)942-4535 Invoice #: 433031
Agency Name: College of DuPage Agency Pin: 28782

If paying by Credit Card please complete the following and Fax OR Mail to the
address listed below.

Total Amount Paid: _____

Credit Card: _____ MC VI AmEx (Circle one) Expiration Date: ____/____/____

CVV (3 digits on back of card) ____ Name on Card: _____

AmEx CVV (4 digits on front of card) ____ Signature _____

Billing Address Street _____

Billing Address City: _____ State: _____ Postal Code _____

Mail Check Payments WITH THIS INVOICE to:

National Institute of Governmental Purchasing, Inc.
or NIGP
2411 Dulles Corner Park Suite 350
Herndon, VA 20171
Phone: 1 (800) 367-6447 Fax: (703) 635-2326

Cancellation Policy:

Any registration cancellation will result in a credit in the amount
of the original purchase. The credit will be valid for twelve (12)
months from the date of the original event and can be used for
any other NIGP purchase or registration. If the entire credit is not
used by the expiration date, NIGP will not issue any extensions
of use or refunds.

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

372519

Page: 1**Release Method:** Hard Copy**Release Date:** 02/23/2021**Created Date:** 02/23/2021*** Confirming Purchase Order *****Vendor:**

1087082
NIGP
Attention: Webinars
P.o. Box 79928
Baltimore, MD 21279-0928
Attn: Customer Service

Phone: 123-123-1234
Fax:

Ship To:

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Dando, Anne Marie**PO Created By:** Towne, Jordan**Purchase Order Comments:**

Invoice: 433031

Membership Period: 5/1/21 thru 4/30/22

Requisition Number(s): 683790**Requisitioner Name(s):** Anne Marie Dando

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	NIGP Membership Dues 5-1-21 thru 4-30-22	\$640.00	\$640.00

Deliver To: Dando, Anne Marie**Sub Total: \$** 640.00**Total: \$** 640.00**Account Code Summary**

Account Code	Account Description	Amount
01-80-00749-5406002		\$640.00

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

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

372519

Page: 2**Release Method:** Hard Copy**Release Date:** 02/23/2021**Created Date:** 02/23/2021*** Confirming Purchase Order ***

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

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

372519

Page: 1**Release Method:** Hard Copy**Release Date:** 02/23/2021**Created Date:** 02/23/2021*** Confirming Purchase Order *****Vendor:**

1087082
NIGP
Attention: Webinars
P.o. Box 79928
Baltimore, MD 21279-0928
Attn: Customer Service

Phone: 123-123-1234
Fax:

Ship To:

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Dando, Anne Marie**PO Created By:** Towne, Jordan**Purchase Order Comments:**

Invoice: 433031

Membership Period: 5/1/21 thru 4/30/22

Requisition Number(s): 683790**Requisitioner Name(s):** Anne Marie Dando

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	NIGP Membership Dues 5-1-21 thru 4-30-22	\$640.00	\$640.00

Deliver To: Dando, Anne Marie**Sub Total: \$** 640.00**Total: \$** 640.00**Account Code Summary**

Account Code	Account Description	Amount
01-80-00749-5406002		\$640.00

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wed Feb 24 15:32:04 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Invoice requires your review

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

From: Dobersztyn, Theresa
Sent: Wednesday, February 24, 2021 2:20 PM
To: Cruse, Bethany
Cc: Sekerka, Joyce ; Dando, Anne Marie
Subject: RE: Invoice requires your review

Please advise if this will work or if I still need to enter a help desk ticket.

Thank you.

Theresa F. Dobersztyn, C.P.M., CPPB
Manager-Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599
T: (630) 942-4535 | dobertynt@cod.edu

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

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

From: Cruse, Bethany
Sent: Wednesday, February 24, 2021 11:38 AM
To: Dobersztyn, Theresa
Cc: Sekerka, Joyce ; Dando, Anne Marie
Subject: RE: Invoice requires your review

Hi Theresa,
You should put in a helpdesk ticket.

Thanks

Bethany Cruse
AP Lead
College of DuPage
630-942-4294

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

From: Dobersztyn, Theresa
Sent: Wednesday, February 24, 2021 11:35 AM
To: Cruse, Bethany
Cc: Sekerka, Joyce ; Dando, Anne Marie
Subject: RE: Invoice requires your review

Hi Bethany:

I'm a brand new user to the invoice approval process and have not received any training on how this works. Do I still need an I.T. help desk ticket or is this something Anne Marie can walk me through for the approval stamp?

Thank you for your help

Theresa F. Dobersztyn, C.P.M., CPPB
Manager-Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599
T: (630) 942-4535 | dobersztynt@cod.edu

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

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

From: Cruse, Bethany
Sent: Wednesday, February 24, 2021 10:51 AM
To: Dobersztyn, Theresa
Cc: Sekerka, Joyce
Subject: RE: Invoice requires your review

Theresa,
It was returned to us without an approval stamp. I am sending it back for a stamp. If you are having issues using your stamp please put in a helpdesk ticket and someone from IT will walk you through the process.

Thanks

Bethany Cruse
AP Lead
College of DuPage
630-942-4294

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

From: Dobersztyn, Theresa
Sent: Wednesday, February 24, 2021 8:54 AM
To: Cruse, Bethany
Cc: Sekerka, Joyce
Subject: FW: Invoice requires your review

Hi Bethany:

Joyce's email refers me to you for an NIGP Invoice that I believe I approved in Perceptive Content, please see below and advise.

Theresa F. Dobersztyn, C.P.M., CPPB
Manager-Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599
T: (630) 942-4535 | doberszynt@cod.edu

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

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

From: Dobersztyn, Theresa
Sent: Tuesday, February 23, 2021 5:25 PM
To: Sekerka, Joyce
Cc: Dobersztyn, Theresa
Subject: FW: Invoice requires your review

Hi Joyce:

I am new to the Perceptive Content program so I'm just letting you know that I received this email to approve an invoice for payment. This is for our membership dues with NIGP, vendor #1087082, invoice #433031. When I checked my tasks, it shows up twice. Anne Marie and I processed it this afternoon, and then I believe I approved it through the link below at 5:14 p.m. I'm not sure if there is an error, please let me know.

Thank you for your assistance.

Theresa F. Dobersztyn, C.P.M., CPPB
Manager-Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599
T: (630) 942-4535 | doberszynt@cod.edu

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

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

From: ImageNow@cod.edu
Sent: Tuesday, February 23, 2021 1:42 PM
To: Dobersztyn, Theresa
Subject: Invoice requires your review

You have one or more invoices that require your attention. The invoices have been assigned to you from the Accounts Payable Department based on the Authorized Signer List.

By reviewing each invoice, you are either (1) confirming the approval to pay the invoice and you acknowledge complete receipt of the goods and/or services; or (2) confirming the approval to pay the modified invoice and you acknowledge complete receipt of goods and/or services; or (3) rejecting the invoice and not approving any payment.

Please click the link below to view all invoices needing your attention.

<https://contentweb.cod.edu:8443/#tasks/view/SysTaskMyAssigned>

[attachment: NIGP 2021 Membership Invoice with PO st to AP 2-24-21 signed.pdf]

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

372519

Page: 2**Release Method:** Hard Copy**Release Date:** 02/23/2021**Created Date:** 02/23/2021*** Confirming Purchase Order ***

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