

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082232
Vendor Name: APTAC
Invoice Number: 10007940
Invoice Date: 02/25/21
PO Number: P0372661
Check Number: E0083636
Check Amount: \$ 995.00
Check Date: 03/09/2021
Department ID: 00434
Reviewer Name: None
Voucher Number: V0664114
Redaction Type: None
Document Type: AP Invoice

Document Below

From: jerdmann@aptac-us.org <jerdmann@aptac-us.org>
Sent: Fri Mar 05 14:31:16 CST 2021
To: invoicing@cod.edu
CC: schlosserm473@cod.edu
Subject: [External] FW: College of DuPage PO#372661

APPROVED 03/05/21
RITA HAAKE

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.

I have attached the invoice to match the PO. Please let me know if you need anything else.

Thanks

John Erdmann
Association of Procurement
Technical Assistance Centers
JErdmann@aptac-us.org
615-848-8942

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

From: "Dando, Anne Marie" <dandoa@cod.edu>
Sent: Friday, March 5, 2021 7:30am
To: "headquarters@aptac-us.org" <headquarters@aptac-us.org>
Cc: "Schlosser, Maryellen" <schlosserm473@cod.edu>
Subject: College of DuPage PO#372661

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: 3058184.pdf]

[attachment: SC2020_Rita_Haake_Invoice.pdf]

Order

Rita Haake
535 Duane Street, Office 233
Glen Ellyn, IL 60137

APPROVED 03/05/21
RITA HAAKE

Customer Number: 113
Order Number: 10007940
Order Date: 2/25/2021
Purchase Order:

Please remit payment to:

Association Of Procurement Technical
Assistance Centers
360 Sunset Island Trail
Gallatin, TN 37066
United States
(P) (615) 268-6644
(F) (615) 268-6644

Balance Due **\$395.00**

Total Payment Amount **\$**

Order Tracking #10007940 - 113

Parent Order #

Rita Haake
535 Duane Street, Office 233
Glen Ellyn, IL 60137

Customer Number: 113
Order Number: 10007940
Order Date: 2/25/2021

Thank you for your purchase. This is an official invoice. Should you have any questions, please contact us at 615/268-6644.

Item	Misc Product Notes	Unit Price	Quantity	Amount
APTAC 2021 Spring Virtual Training Conference and Annual Membership Meeting (Badge Name: Rita)		\$395.00	1.00	\$395.00
Subtotal				\$395.00
Invoice Total				\$395.00
Balance Due				\$395.00

Please remit payment to:
APTAC
360 Sunset Island Trail
Gallatin, TN 37066
615/268-6644
headquarters@aptac-us.org
Federal ID: 76-0471515

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:

1082232
APTAC
360 Sunset Island Trail
Gallatin, TN 37066

Attn: John Erdmann

Phone: 615-268-6644

Fax:

PURCHASE ORDER

372661

Page: 1

Release Method: Hard Copy

Release Date: 03/05/2021

Created Date: 03/05/2021

APPROVED 03/05/21
RITA HAAKE

Ship To:

College of DuPage Business Development Center
535 Duane St
Office 233
Glen Ellyn, IL 60137
General, Delivery

Phone: 630-942-2600

Fax: 630-505-4931

Deliver To: Schlosser, Maryellen

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice # 7939700

Registration for Rita Haake

Requisition Number(s): 683957

Requisitioner Name(s): Maryellen Schlosser

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	APTAC 2021 Spring Virtual Training Conference	\$395.00	\$395.00
Deliver To: Schlosser, Maryellen						
Sub Total: \$						395.00
Total: \$						395.00

Account Code Summary

Account Code	Account Description	Amount
01-40-00434-5502005		\$395.00

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

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

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.

PURCHASE ORDER

372661

Page: 2

Release Method: Hard Copy

Release Date: 03/05/2021

Created Date: 03/05/2021

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082232

Vendor Name: APTAC

Invoice Number: 10007950

Invoice Date: 02/25/21

PO Number: P0372660

Check Number: E0083636

Check Amount: \$ 995.00

Check Date: 03/09/2021

Department ID: 00434

Reviewer Name: None

Voucher Number: V0664118

Redaction Type: None

Document Type: AP Invoice

Document Below

From: jerdmann@aptac-us.org <jerdmann@aptac-us.org>
Sent: Fri Mar 05 14:29:10 CST 2021
To: invoicing@cod.edu
CC: schlosserm473@cod.edu
Subject: [External] FW: College of DuPage PO#372660

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.

I have attached the invoice to match the PO. Please let me know if you need anything else.

Thanks

John Erdmann
Association of Procurement
Technical Assistance Centers
JErdmann@aptac-us.org
615-848-8942

APPROVED 03/05/21
RITA HAAKE

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

From: "Dando, Anne Marie" <dandoa@cod.edu>
Sent: Friday, March 5, 2021 7:41am
To: "headquarters@aptac-us.org" <headquarters@aptac-us.org>
Cc: "Schlosser, Maryellen" <schlosserm473@cod.edu>
Subject: College of DuPage PO#372660

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

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

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: 3058219.pdf]

[attachment: SC2020_Haake_Kelly_Optional_Workshop.pdf]

Order

APPROVED 03/08/21
RITA HAAKE

Rita Haake
535 Duane Street, Office 233
Glen Ellyn, IL 60137

Customer Number: 113
Order Number: 10007950
Order Date: 2/25/2021
Purchase Order:

Please remit payment to:

Association Of Procurement Technical
Assistance Centers
360 Sunset Island Trail
Gallatin, TN 37066
United States
(P) (615) 268-6644
(F) (615) 268-6644

Balance Due **\$600.00**

Total Payment Amount **\$**

Order Tracking #10007950 - 113

Parent Order #

Rita Haake
535 Duane Street, Office 233
Glen Ellyn, IL 60137

Customer Number: 113
Order Number: 10007950
Order Date: 2/25/2021

Thank you for your purchase. This is an official invoice. Should you have any questions, please contact us at 615/268-6644.

Item	Misc Product Notes	Unit Price	Quantity	Amount
Optional Workshop - Understanding a Federal Solicitation(Badge Name: Ileen)		\$300.00	1.00	\$300.00
Optional Workshop - Understanding a Federal Solicitation(Badge Name: Rita)		\$300.00	1.00	\$300.00
Optional Workshop - Understanding a Federal Solicitation		\$600.00	1.00	\$0.00
Subtotal				\$600.00
Invoice Total				\$600.00
Balance Due				\$600.00

Please remit payment to:
APTAC
360 Sunset Island Trail
Gallatin, TN 37066
615/268-6644
headquarters@aptac-us.org
Federal ID: 76-0471515

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:

1082232
APTAC
360 Sunset Island Trail
Gallatin, TN 37066

Attn: John Erdmann

Phone: 615-268-6644
Fax:

PURCHASE ORDER

372660

Page: 1
Release Method: Hard Copy
Release Date: 03/05/2021
Created Date: 03/05/2021

APPROVED 03/05/21
RITA HAAKE

Ship To:

College of DuPage Business Development Center
535 Duane St
Office 233
Glen Ellyn, IL 60137
General, Delivery

Phone: 630-942-2600
Fax: 630-505-4931

Deliver To: Schlosser, Maryellen

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice # 7939710

Requisition Number(s): 683958

Requisitioner Name(s): Maryellen Schlosser

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	APTAC 2021 Spring Virtual Training Conference Additional Workshop	\$600.00	\$600.00
Deliver To: Schlosser, Maryellen						
						Sub Total: \$ 600.00
						Total: \$ 600.00

Account Code Summary

Account Code	Account Description	Amount
01-40-00434-5502005		\$600.00

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

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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.

PURCHASE ORDER

372660

Page: 2

Release Method: Hard Copy

Release Date: 03/05/2021

Created Date: 03/05/2021