

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1625643  
Vendor Name: 2axend LLC  
Invoice Number: 2067  
Invoice Date: 02/19/21  
PO Number: P0372729  
Check Number: E0083719  
Check Amount: \$ 600.00  
Check Date: 03/17/2021  
Department ID: 00421  
Reviewer Name: Cathie Walker  
Voucher Number: V0664884  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: Dando, Anne Marie <dandoa@cod.edu>  
Sent: Tue Mar 09 18:41:29 CST 2021  
To: invoicing@cod.edu  
CC: walkerm@cod.edu  
Subject: PO#372729 Inv #2067 Approved After the Fact.pdf  
-----

Hello,

This is an After the Fact(ATF) Invoice approved by Mark Curtis Chavez. I have attached his approval, purchase order and invoice for processing. Should you require further information for processing, please work with Cathie Walker directly.

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](mailto:dandoa@cod.edu)

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

**APPROVED**  
**03/15/21 - LISA STOCK**

[attachment: PO#372729 Inv #2067 Approved After the Fact.pdf]  
[attachment: Fwd\_RE\_Approval Needed.pdf]

**2axend, LLC**  
759 W Happfield Dr  
Arlington Heights, IL 60004  
US  
+1 2246882796  
corey@2axend.com  
www.2axend.com



INVOICE

BILL TO  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

**PO#372729**

INVOICE 2067  
DATE 02/19/2021  
TERMS Net 30  
DUE DATE 03/21/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Training	Signing Circle Event on 2/1/21	1	150.00	150.00
Training	2-hour "Moving Beyond Accommodations" Workshop on 2/18/21	1	450.00	450.00

BALANCE DUE **\$600.00**

**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:**

1625643  
2axend LLC  
759 W Happfield Dr  
Arlington Heights, IL 60004

Attn: Corey Axelrod

Phone: 224-668-2796  
Fax:

**PURCHASE ORDER**

372729

Page: 1

Release Method: Hard Copy

Release Date: 03/09/2021

Created Date: 03/09/2021

**Ship To:**

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

**Deliver To:** Cathie Walker BIC 2E06N

**PO Created By:** Dando, Anne Marie

**Purchase Order Comments:**

Invoice: 2067

**Requisition Number(s):** 683987

**Requisitioner Name(s):** Mary Cathie Walker

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Training Signing Circle Event	\$150.00	\$150.00
<b>Deliver To:</b> Cathie Walker BIC 2E06N						
2		1	Each	Training Moving beyond Accomodations	\$450.00	\$450.00
<b>Deliver To:</b> Cathie Walker BIC 2E06N						
<b>Sub Total: \$</b>						<b>600.00</b>
<b>Total: \$</b>						<b>600.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-20-00421-5401002		\$600.00

**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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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  
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.

**PURCHASE ORDER**

372729

**Page:** 2**Release Method:** Hard Copy**Release Date:** 03/09/2021**Created Date:** 03/09/2021



**College of DuPage**  
**\* Independent Contractor**  
**Agreement**

**PO#372729**

(Not to be used for contracts in excess of \$5,000.00)

\* After final approver signs the completed form, send to [invoicing@cod.edu](mailto:invoicing@cod.edu).

**NOT APPROVED-SHOULD BE INVOICED.**

VENDOR NUMBER  
**1625643**

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	20	00421	5501002	\$600
APPROVED - Supervisor, Purchasing				DATE

PA

Pho

Str

City

Ag

- ☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of independent contractor.

Sandra Martins  
Digitally signed by Sandra Martins  
Date: 2021.01.05 08:22:25 -06'00'  
DEPARTMENT AUTHORIZED SIGNATOR

**01/05/2020**  
DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.  
(Must Check One)

- ☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.
- ☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

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

SIGNATURE OF INDEPENDENT CONTRACTOR

DATE

**1/15/2021**

**PART II. Complete AFTER performance of contractual services.**

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full.  
(Payment is to be made only after completion of the contractual service.)

Sandra Martins  
Digitally signed by Sandra  
Martins  
Date: 2021.02.19 10:04:22

COLLEGE AUTHORIZED SIGNATURE

DATE

**2/19/21**

COUNTER SIGNATOR (OPTIONAL)

DATE

\*See board policy, procedures and instructions on next page.  
(This agreement is VOID if amount exceeds \$5,000.00)

-----  
From: Walker, Cathie <walkerm@cod.edu>  
Sent: Fri Feb 19 11:05:37 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: [External] Invoice 2067 from 2axend, LLC  
-----

Hello,

Please process accordingly. This vendor was sent information for ACH.

Thank you,  
Cathie Walker



Liberal Arts Division  
425 Fawell Blvd | BIC 2E06N | Glen Ellyn IL 60137  
630.942.2156

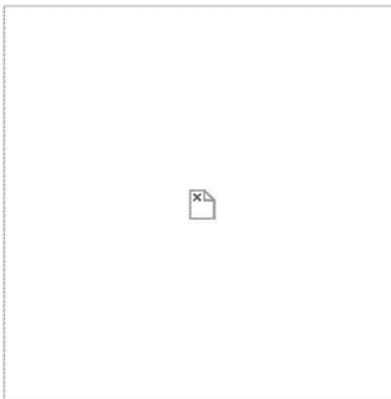
*Choose Kindness*

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**From:** 2axend, LLC [<mailto:corey@2axend.com>]  
**Sent:** Friday, February 19, 2021 9:36 AM  
**To:** Butler, Jennifer <[butlerj61@cod.edu](mailto:butlerj61@cod.edu)>  
**Subject:** [External] Invoice 2067 from 2axend, LLC

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.

#### INVOICE 2067 DETAILS



2axend, LLC

DUE 03/21/2021

**\$600.00**

**Print or save**

Powered by QuickBooks

Hello Jen,

It was an absolute pleasure working with you and your team again yesterday.

Attached is the invoice for the services rendered over the past few weeks. Please let me know if there is anything else you may need from me at this time to process payment.

Have a great weekend!

Best,  
Corey

**Bill to** College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

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**Terms** Net 30

**Training** \$150.00

Signing Circle Event on 2/1/21

**Training** \$450.00

2-hour "Moving Beyond Accommodations" Workshop on 2/18/21

Balance due        \$600.00

Print or save

2axend, LLC

759 W Happfield Dr Arlington Heights, IL 60004 US

+1 2246882796    [corey@2axend.com](mailto:corey@2axend.com)    [www.2axend.com](http://www.2axend.com)

If you receive an email that seems fraudulent, please check with the business owner before paying.



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[attachment: Invoice\_2067\_from\_2axend\_LLC.pdf]  
[attachment: 2axend COD\_Agreement\_2.19.21.pdf]



**College of DuPage**

**From:** [Walker, Cathie](#)  
**To:** [Dando, Anne Marie](#)  
**Subject:** Fwd: RE: Approval Needed  
**Date:** Tuesday, March 9, 2021 1:03:45 PM  
**Attachments:** [image001.png](#)

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Per your request...

----- Forwarded message -----

From: "Curtis-Chavez, Mark" <curtis-chavezm@cod.edu>  
Date: Mar 9, 2021 8:57 AM  
Subject: RE: Approval Needed  
To: "Martins, Sandra" <martinss14@cod.edu>  
Cc: "Groves, Barbara" <grovesb16@cod.edu>, "Walker, Cathie" <walkerm@cod.edu>

Approved.

*Mark*



**Mark Curtis-Chávez, Ph.D.**

*Provost*

College of DuPage

425 Fawell Blvd. | BIC 3400B

Glen Ellyn, IL 60137

(630) 942-3535

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**From:** Martins, Sandra <martinss14@cod.edu>  
**Sent:** Monday, March 8, 2021 8:40 AM  
**To:** Curtis-Chavez, Mark <curtis-chavezm@cod.edu>  
**Cc:** Groves, Barbara <grovesb16@cod.edu>; Walker, Cathie <walkerm@cod.edu>  
**Subject:** FW: Approval Needed

Mark,

We sent a request for payment for our ASLI keynote speaker through an Independent Contractor form when it should have been a PO. Because the event has taken place, we now need Cabinet approval to process payment for him. Can you please assist? I apologize for the error.

Thank you,

Sandra

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**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Sent:** Tuesday, March 2, 2021 8:47 AM

**To:** Walker, Cathie <[walkerm@cod.edu](mailto:walkerm@cod.edu)>

**Subject:** Attached Document

Hi Cathie,

The attached is for 2axend, LLC . This has been vetted and it is not approved as an Independent Contractor.

This should be submitted as an invoice. The amount is over \$500.00 and requires a PO.

Please request for a PO no. Once you have the PO please note that on the invoice and scan it to invoice only to [invoicing@cod.edu](mailto:invoicing@cod.edu)

Thanks

**Marivic Zerrudo**

**Accounts Payable Team Leader**

**College of DuPage**

425 Fawell Blvd I SRC 2132 I Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)