

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1405752  
Vendor Name: Innovative Educators, Inc.  
Invoice Number: 98148  
Invoice Date: 03/04/21  
PO Number: P0372649  
Check Number: E0083875  
Check Amount: \$ 3,995.00  
Check Date: 03/24/2021  
Department ID: 00465  
Reviewer Name: Cynthia Flynn  
Voucher Number: V0664092  
Redaction Type: None  
Document Type: AP Invoice

Document Below

**Supplier:**

**Innovative Educators Inc.**  
3277 Carbon Place  
Boulder, CO 80301

**Client:**

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

Payment Method: PO Number  
Order Number: #98148

**APPROVED 03/15/21**  
Issue Date: March 4, 2021  
**STEVEN GUSTIS**

Item	Description	Quantity	Unit Price	Total
Go2Knowledge Membership	Standard - \$4,995	1	4,995.00	\$4,995.00
Subtotal				\$4,995.00
Discount				-\$1,000.00
Total				\$3,995.00
Amount Due				\$3,995.00

-----  
From: Flynn, Cynthia <flynnc294@cod.edu>  
Sent: Fri Mar 05 08:04:32 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: Invoice for PO 372749 - Innovative Educators  
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Good morning,

Please find attached the invoice from Innovative Educators, associated with PO 372649.

Please let me know if you need anything else.

Thank you,

*Cindy Flynn*  
*Administrative Assistant, Office of the Associate Dean*  
*Counseling, Advising and Transfer Services*  
**College of DuPage**

[attachment: College of DuPage PO 372649.pdf]

[attachment: Invoice-98148.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

**Vendor:**

1405752  
Innovative Educators, Inc.  
3277 Carbon Place  
Boulder, CO 80301

Attn: Sean

Phone: 303-955-0415  
Fax:

**PURCHASE ORDER**

372649

**Page:** 1

**Release Method:** Hard Copy

**Release Date:** 03/04/2021

**Created Date:** 03/04/2021

**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:** Flynn, Cynthia

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

Quote D2774

Subscription Dates: 3/1/21 thru 2/28/22

**Requisition Number(s):** 683603

**Requisitioner Name(s):** Cynthia Flynn

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Go2Knowledge Annual Membership Subscription	\$3,995.00	\$3,995.00
<b>Deliver To:</b> Flynn, Cynthia						
<b>Sub Total:</b> \$						<b>3,995.00</b>
<b>Total:</b> \$						<b>3,995.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-30-00465-5401002		\$3,995.00

**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 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**

372649

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 03/04/2021

**Created Date:** 03/04/2021



# Innovative Educators

Educating Faculty, Staff & Students Online

## **INVOICE:**

Thank you for your order.

We accept payment via check or credit card. If you want to pay by credit card, please call 303-955-0415. If mailing a check, please send it to:

**Innovative Educators**  
**3277 Carbon Place**  
**Boulder, CO 80301**

For proper posting of payment, **please include the invoice order number** (located on the top right of the invoice, right under the date) with your payment. Our payment terms are **net 90**, and your payment is due 90 days from your purchase date. Your timely payment is greatly appreciated.

If you have any questions, please contact Crystal Wills at [crystal@ieinfo.org](mailto:crystal@ieinfo.org) or via phone at 303-955-0415.

To view a full list of our offerings, visit [www.innovativeeducators.org](http://www.innovativeeducators.org).

Innovative Educators thanks you for your business!

Erin K. Hoag

Erin K. Hoag  
Chief Financial Officer

3277 Carbon Place, Boulder, CO 80301 | Phone: 303.955.0415 | Email: [support@ieinfo.org](mailto:support@ieinfo.org)