

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083974
Vendor Name: CSHSE-Council for Standards in
Invoice Number: B0373740
Invoice Date: 05/18/21
PO Number: B0373740
Check Number: 0281605
Check Amount: \$ 500.00
Check Date: 06/08/2021
Department ID: 00197
Reviewer Name:
Voucher Number: V0679914
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Towne, Jordan <townej@cod.edu>
Sent: Wed May 19 08:39:37 CDT 2021
To: invoicing@cod.edu
CC: cruza251@cod.edu
Subject: College of DuPage BO 373740 Check Enclosed Request

Hello,

Please see the attached check enclosed request.

Thank you,

Jordan Towne
Purchasing Expeditor

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

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

[attachment: College of DuPage BO 373740.pdf]

[attachment: 21-22M21 CSHSE Renewal Invoice 2021-2022 (5).pdf]

Bill To:**College of DuPage**

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



Check
Enclosed

PURCHASE ORDER

373740

Page: 1

Release Method: Hard Copy

Release Date: 05/18/2021

Created Date: 05/18/2021

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1083974
CSHSE-Council for Standards in
3337 Duke St.
1555 Sherman, Ste 186
Alexandria, VA 22314
Attn: Pamela N. Valenzuela

Phone: 571-257-3959
Fax: 703-342-4311

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Jason Florin

PO Created By: Towne, Jordan

Purchase Order Comments:

Invoice #21-22M21

July 2021 thru June 2022

AP VERIFIED
05/19/21 - MARIA ZERRUDO

Requisition Number(s): 685201

Requisitioner Name(s): Anabel Cruz

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Council for Standards in Human Service Education 2021-2022	\$500.00	\$500.00

Deliver To: Jason Florin

Sub Total: \$ 500.00

Total: \$ 500.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00197-5501002		\$500.00

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.

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

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

373740

Page: 2**Release Method:** Hard Copy**Release Date:** 05/18/2021**Created Date:** 05/18/2021



COUNCIL FOR STANDARDS IN HUMAN
SERVICE EDUCATION

c/o ASCENT Management
3337 Duke Street
Alexandria, VA 22314

Invoice

Date	Invoice #
4/1/2021	21-22M21

Bill To
COLLEGE OF DUPAGE MARIANNE HUNICUTT, ASSOC DEAN HUMAN SERVICES PROGRAM 425 FAWELL BLVD. - BIC 2616 GLEN ELLYN, IL 60137-6599

		Due Date	7/15/2021
Description		Amount	
Annual membership dues including publications (newsletter and one free copy of any new monographs published within the year) and services of the Council for Standards in Human Service Education for the year: July 2021 to June 2022 Payment due by July 15, 2021. Please return one copy of the invoice with your remittance. Federal ID#36-3706899, an Illinois non-profit corporation. Terms: If payment is not received by September 15, a late charge of \$25.00 will be added. If payment is not received by October 31, a reinstatement fee of \$75 also will be charged. And, if payment in full is not received by December 31, accredited programs will lose their accreditation, as well as their membership and be required to reapply. If you have questions on this invoice, please contact Account Manager, 571-257-3959 or e-mail: info@cshse.org		500.00	
Payable to CSHSE: to c/o ASCENT Management, above address or for credit card, visit www.cshse.org/pay		Total \$500.00	
		Payments/Credits	
		Balance Due \$500.00	