

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1506480  
Vendor Name: Taxback Inc  
Invoice Number: CDP/006  
Invoice Date: 06/17/21  
PO Number: P0372831  
Check Number: 0282358  
Check Amount: \$ 200.00  
Check Date: 06/22/2021  
Department ID: 00401  
Reviewer Name: None  
Voucher Number: V0687253  
Redaction Type: None  
Document Type: AP Invoice

Document Below



# INVOICE

Sprintax Inc  
333 N. Michigan Ave  
Suite 915  
Chicago IL 60601

PO# 372831

Attn: Kathleen Smid

Date: June-17-2021

College of DuPage  
425 Fawell Blvd,  
Glen Ellyn, IL,  
60137-6708 US

Invoice No.: CDPU/006

Terms: Net Due 30 Days

Re: Tax Code

Our reference: US/ CDPU006/DTN

Purchase order No.: 372831

SERVICE/ITEM DESCRIPTION	PRICE
Purchase of 1 master Federal and 8843 code with 20 uses	\$200.00
<b>Grand Total:</b>	<b>\$200.00</b>

**Important Note:** With the current health crisis and strong recommendations of social distancing, we ask that you submit your payment electronically if possible. Our bank details are included below.

Electronic transfer payment details

Bank: First Mid West  
Account Name: Sprintax Inc.  
Account Number: 8100610625  
Routing Number: 071901604

**APPROVED 06/18/21  
BY KATHLEEN SMID**

(Please use Invoice Number as Payment Reference)

If paying by check, please make it payable to Sprintax Inc.

For more information contact:

Elvera King

Phone: 646 687 6831

Email: [eking@sprintax.com](mailto:eking@sprintax.com)



# College of DuPage

College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
United States

Kathy Smid  
smidka@cod.edu

Reference: 20210216-045539060  
Quote created: February 16, 2021  
Quote expires: March 18, 2021  
Quote created by: Elvera King  
eking@sprintax.com

## Comments from Elvera King

Special discount agreed for 2020 only

## Products & Services

Item & Description	Quantity	Unit Price	Total
Special Discounted Codes - 20 x \$10 per code Special Discounted Codes - 20 x \$10 per code	20	\$10.00	\$200.00

## Subtotals

One-time subtotal \$200.00

**Total \$200.00**

## Purchase Terms

Terms of the Sprintax tax preparation agreement: [Sprintax Terms](#)

<https://app.hubspot.com/documents/7793160/view/93256651?accessId=d79f73>

End-user license agreement: [End user agreement](#)

<https://www.sprintax.com/terms-and-conditions.html>

## CONTRACT APPROVAL COVERSHEET

Contract Name: Sprintax for Non-Residence

Requesting Department: International Student Services Date Initiated: 2/1/2021

Contact Name: Kathy Smid Phone: 630-942-3328

Email Address: smidka@cod.edu

Vendor Name: Sprintax Phone: 312-781-2706

Vendor Contact: Neil Duffy Email: nduffy@sprintax.com

Total Contract: \$ 200.00 Contract Dates: Start: February, 2021

FY Budget \$ 200.00 End: December 2021

Vendor 1: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Vendor 2: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Vendor 3: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Contract Purpose: To provide free income tax preparation assistance for up to 20 F-1 international students.

Contract Type: ☐ Independent Contractor ☒ Service Agreement ☐ Lease  
☐ Construction ☐ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

*I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.*

Print

Requester: Kathleen Smid

Budget Mgr.: Tamara McClain

Dept. Adm.: Tamara McClain

Sign & Date

Kathleen Smid Digitally signed by Kathleen Smid  
Date: 2021.02.26 12:18:58 -06'00'

Tamara McClain Digitally signed by Tamara McClain  
Date: 2021.02.26 11:58:37 -06'00'

Tamara McClain Digitally signed by Tamara McClain  
Date: 2021.02.26 14:01:09 -06'00'

Submit to Procurement at [purchasing@cod.edu](mailto:purchasing@cod.edu).

Purchasing Dept. Use Only

Comments \_\_\_\_\_

Approval Initials \_\_\_\_\_

**REVIEWED**

By Lisa Erl at 3:43 pm, Mar 08, 2021

## CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature at least three (3) weeks prior to the contract start date.

Submit the contract, along with this form and all required support documents as outlined below, to Procurement. Procurement will review all documents, and, if appropriate, will forward to the Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation: (Select only one)

- ☒ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
- ☐ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes must be attached.
- ☐ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
- ☐ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.

- *If vendor will be providing a service on campus, a Certificate of Insurance listing the College as an additional insured, accompanied by an endorsement page is required. For additional information contact Risk Manager.*
- *If computer equipment and/or software is being procured, a completed Computer Equipment/Software form (IT Review) must be included.*

Upon signature by the Vice President, Administration, the original contract will be returned to the requester and a copy will be sent to the Procurement Department at [purchasingforms@cod.edu](mailto:purchasingforms@cod.edu) for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s) and forward a copy of the fully executed contract to Procurement at [purchasingforms@cod.edu](mailto:purchasingforms@cod.edu) for inclusion in the College's contract database.

This approval cover sheet, and supporting documents, must be submitted at least three (3) weeks prior to the contract start date.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

Questions? Contact me



Elvera King

eking@sprintax.com

Sprintax Inc

333 N Michigan Ave, #915

Chicago, IL 60601

United States

**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:**

1506480  
Taxback Inc  
333 N. Michigan Ave, Ste. 2415  
Chicago, IL 60601

Attn: Jennifer Gallagher

Phone: 312-781-2700  
Fax:

**PURCHASE ORDER**

372831

Page: 1

Release Method: Hard Copy

Release Date: 03/16/2021

Created Date: 03/16/2021

**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:** Kathy Smid

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 684138

**Requisitioner Name(s):** Gabi Carr

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Sprintax tax software	\$200.00	\$200.00
Deliver To: Kathy Smid						
Sub Total: \$						200.00
Total: \$						200.00

**Account Code Summary**

Account Code	Account Description	Amount
0110004015406001		\$200.00

**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 [acctpays@cod.edu](mailto:acctpays@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 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.

-----  
From: Smid, Kathleen <[smidka@cod.edu](mailto:smidka@cod.edu)>  
Sent: Thu Jun 17 08:38:17 CDT 2021  
To: [invoicing@cod.edu](mailto:invoicing@cod.edu)  
CC:  
Subject: SPRINTAX invoice for payment  
-----

Please find attached the invoice for payment from Sprintax. Please let me know if you need anything further.

Kathy Smid  
Manager, International Student Services/PDSO  
College of DuPage  
425 Fawell Blvd. | SSC 2225D | Glen Ellyn, IL 60137-6599  
phone 630.942.3328 // [smidka@cod.edu](mailto:smidka@cod.edu)

[attachment: Contract Approval & Cover Sheet fully signed.Feb 2021.pdf]  
[attachment: 2021.PO for payment.pdf]  
[attachment: Invoice 2021.pdf]