

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082247  
Vendor Name: American Society for Training and Devel  
Invoice Number: 6012687171  
Invoice Date: 4/18/2023  
PO Number: P0006634  
Check Number: E0095070  
Check Amount: \$ 279.00  
Check Date: 05/09/2023  
Voucher Number: V0784510  
Document Type: AP Invoice

Document Below



Association for  
Talent Development

1640 King Street, Alexandria, VA, 22314, USA

Phone: 703.683.8100 Fax: 703.299.8723

Tax ID: 39-0852310 DUNS: 066857293

**BILL TO:**

10980825

College of DuPage

College of DuPage Accounts Payable

425 Fawell Blvd.

Glen Ellyn, IL 60137

**Invoice**

**SHIP TO:**

10980825

Judy Coates

Manager, L&OD

College of DuPage

425 Fawell Blvd

Glen Ellyn, IL 60137

**Order Date:** 11/04/2022

**Order #:** 9006168797

**Invoice #:** 6012687171

**Invoice Date:** 04/18/2023

**PO #:** P0006634

**Payment Terms:** Due Upon Receipt

| Description  | Order Status | Fulfill Status | Quantity | Unit Price | Discount | Net      | Total    |
|--|--------------|----------------|----------|------------|----------|----------|----------|
| ASTD - ATD Membership - Professional<br>01-May-2023 to 30-Apr-2024 | Active       | Active         | 1        | \$279.00   | \$0.00   | \$279.00 | \$279.00 |
| Subtotal:  |              |                |          |            |          |          | \$279.00 |
| Adjustment:  |              |                |          |            |          |          | \$0.00   |
| Tax:   |              |                |          |            |          |          | \$0.00   |
| Shipping:  |              |                |          |            |          |          | \$0.00   |
| Total:   |              |                |          |            |          |          | \$279.00 |
| Paid To Date   |              |                |          |            |          |          | \$0.00   |
| Balance Due:   |              |                |          |            |          |          | \$279.00 |

**PAYMENT OPTIONS**

**Credit Card**

**ACH Remittance**

**Wire Transfer**

**Payment by Check**

**Other**

**PAY NOW**

Association for Talent  
Development

HSBC Bank USA  
452 Fifth Avenue  
New York, NY 10018

Bank Routing ACH:  
022000020  
Bank Account Number:  
189022167

Association for Talent  
Development

HSBC Bank USA  
452 Fifth Avenue  
New York, NY 10018

Bank Routing Wire:  
021001088  
Bank Account Number:  
189022167  
Swift Code INTL:  
MRMDUS33

**Check payable to:**  
Association for Talent  
Development

**Mail to:**  
Association for Talent  
Development  
PO Box 200212  
Pittsburgh, PA  
15251-0212

Please include the invoice/  
order number in the memo  
section

**Purchase Order:**

Please contact Customer  
Care for more information.

**Email:** [customercare@td.org](mailto:customercare@td.org)

**Phone:**  
1.800.628.2783 (U.S) or  
1.703.683.8100 (International)  
Available from 8am to 6pm  
EST (Mon-Fri)

**Fax:** 1.703.299.8723

# Purchase Order



**Purchase Order #: P0006634**

**Order Total: 279.00 USD**

**AMERICAN SOCIETY FOR TRAINING  
DEVELOPMENT**

**Date:** 04/11/2023  
**Transaction #:** 3362309  
**Authorized By:** Eric Frick

**Requested By:** Pamela McGowan  
**Requester Email:** mcgowanp295@cod.edu  
**Phone:** 630-942-2637

**Supplier Address:**  
AMERICAN SOCIETY FOR TRAINING  
DEVELOPMENT  
Assoc for Talent Development  
1640 King St  
Alexandria, VA 22314  
United States  
Attn: Customer Service  
Phone: 703-683-8100

**Ship To:**  
College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Judy Coates  
Phone: 630-942-2238

**Bill To:**  
College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: invoicing@cod.edu  
Phone: 630-942-2228

## Order Comments:

| Line #                    | Item # | Description                    | UOM  | QTY | Unit Price | Line Total |
|---------------------------|--------|--------------------------------|------|-----|------------|------------|
| 1                         |        | Annual departmental membership | Each | 1   | 279.00 USD | 279.00 USD |
| Ship To Attn: Judy Coates |        |                                |      |     |            |            |

**Subtotal:** 279.00 USD

**Tax:** 0.00 USD

**S & H:** 0.00 USD

**Order Total:** 279.00 USD

## General Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu), with **only one PDF document per email**. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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 E9997-3391-05.
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 the 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, and 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.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

Lennox Sims <lsims@td.org>

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[External] ATD Invoice - # 6012687171 PO# P0006634

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Lennox Sims <lsims@td.org>

Tue, Apr 18, 2023 at 02:01 PM UTC

CC: Accounting2 <Accounting2@td.org>

BCC:

.style1 {font-family: "Times New Roman";}

**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.

Hi AP,

Please find your attached invoice. Kindly remit payment according to the terms on the invoice.

If you have any questions, do not hesitate to contact us.

As always, we appreciate your business.

Best,

**Lennox Sims-Pavlick**

Senior Associate, Customer Service & Data Entry

#### Disclaimer

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**3 attachments**

Judy Coates\_9006168797\_\$279.00\_PO P0006634.pdf

image001.png

Judy Coates\_9006168797\_\$279.00.pdf

"Sekerka, Joyce" <sekerkaj@cod.edu>

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**Attached Image**

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"Sekerka, Joyce" <sekerkaj@cod.edu>

Thu, Apr 27, 2023 at 08:55 PM UTC

CC:

BCC:

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**1 attachment**

3596\_001.pdf