

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1690259
Vendor Name: First Class Talent
Invoice Number: 630-942
Invoice Date: 5/11/2023
PO Number: P0007084
Check Number: E0095313
Check Amount: \$ 11,500.00
Check Date: 05/24/2023
Voucher Number: V0786039
Document Type: AP Invoice

Document Below

Purchase Order

Purchase Order #: P0007084

Order Total: 11,500.00 USD



First Class Talent

Check Enclosed Request - Needs Payment of
\$11,500 sent to First Class Talent. 5/11-23 kc

Date: 05/11/2023
Transaction #: 3417548
Authorized By: Kevin Casey

Requested By: Barbara Mitchell
Requester Email: mitchell@cod.edu
Phone: 630-942-2373

CONFIRMING REQUEST

Supplier Address:

First Class Talent
330 Mallory Station Rd
Franklin, TN 37067
United States
Attn: Michael Smallbone
Phone: 615-260-2413

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Barbara Mitchell
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		Host Keynote Speaker Elizabeth Smart on October 19, 2023 First Initial Deposit Due	Each	1	10,000.00 USD	10,000.00 USD
		Ship To Attn: Barbara Mitchell				
2		Speaker Travel Buyout	Each	1	1,500.00 USD	1,500.00 USD
		Ship To Attn: Barbara Mitchell				

Subtotal: 11,500.00 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 11,500.00 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 with **only one PDF document per email**. For 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 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. 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 E9997-3391-06.

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 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.

"Casey, Kevin" <caseyk650@cod.edu>

Check enclosed PO No. P0007084 Barb Mitchell 5-11-2023 KC

"Casey, Kevin" <caseyk650@cod.edu>

Thu, May 11, 2023 at 01:30 PM UTC

CC: Mitchell, Barbara <mitchell@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Barbara Mitchell. Kindly work directly with Barb as needed.

Thank you.

Kevin Casey

Buyer

College of DuPage

425 Fawell Boulevard, IRC 1001

Glen Ellyn, IL 60137-6599

T: (630) 942-2355

F: (630) 942.4201

caseyk650@cod.edu

2 attachments

P0007084.pdf

image001.png

INVOICE

Invoice ID: 0500-1450-3656

Vendor	First Class Talent
Requester	Chrome River College of DuPage [Creator chromeriver chromeriver]
Created By	Joyce Sekerka [0353607 sekerkaj]
Create Date	05/11/2023

Invoice Information

Vendor	First Class Talent [1690259]
Address	[5de80f39-d768-4ffc-bb2a-b24ba8feeb46] 330 Mallory Station Rd Franklin, TN 37067
Invoice Number	1705
Invoice Date	05/08/2023
Invoice Amount	11,500.00 USD

Invoice Notes

J Sekerka 05/11/2023 08:27 AM
Email address of sender: noreply@esmsolutions.com.
Email received timestamp: 05/11/2023 13:27 GMT

Expense Summary

Amount (USD)

First Class Talent, LLC
330 Mallory Station Rd, Ste C-7
Franklin, TN 37067 US
(615)260-2413
ms@firstclass.agency



INVOICE

BILL TO
College of DuPage

INVOICE # 1705
DATE 05/08/2023
DUE DATE 05/22/2023
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Gross Speaking Income:Speaking Fee (Deposit	1	10,000.00	10,000.00
Speaking Fee Deposit - Elizabeth Smart - 10/19/23			
Speaker Travel	1	1,500.00	1,500.00
Airfare Buyout			
BALANCE DUE			\$11,500.00

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

[External] Information Only - Order Notification - 3417548 - 05/09/2023 17:33-Mitchell-First Class Talent

"noreply@esmsolutions.com" <noreply@esmsolutions.com> Thu, May 11, 2023 at 01:26 PM UTC

CC:

BCC:

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.

Dear Check,

The following transaction has been sent to First Class Talent on behalf of Kevin Casey.

If you wish to contact the requester, please do so at caseyk650@cod.edu

Thank you,
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



4 attachments

8affe1a2-f5e6-4b64-8020-e31baca9d0a3_First Class Talent - Inv. 1705.pdf

8feadf67-2a0f-4cc3-b42a-a78144df165f_5.2.23 Gieschen to Erl re Insurance Waived.pdf

f4460157-539a-4b93-95b9-2b5cdbad302d_1. Exemption From Quote-Bid-RFP Approval Request Form-Elizabeth Smart.pdf

7319bd37-14b2-412f-aebf-e023c5a61716_College of DuPage (Elizabeth Smart) 10-19-2023 contract - signed.pdf