

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087082
Vendor Name: NIGP
Invoice Number: 480716
Invoice Date: 10/11/2022
PO Number: P0004330
Check Number: E0095717
Check Amount: \$ 190.00
Check Date: 06/14/2023
Voucher Number: V0789020
Document Type: AP Invoice

Document Below

NIGP

Attn: Accounting Department
2411 Dulles Corner Park, Suite
350
Herndon, VA 20171

INVOICE # 480716

P.O. NUMBER Promissory Note

DATE 10/11/2022

TERMS Net 30

BILL TO:

College of DuPage
425 Fawell Blvd
1B03
Glen Ellyn, IL 60137-6599

SHIP TO:

College of DuPage
425 Fawell Blvd
1B03
Glen Ellyn, IL 60137-6599

DESCRIPTION	PRICE	QUANTITY	AMOUNT
Membership Additional Collection	\$95.00	2	\$190.00
Lisa Erl, Eric Frick			
INVOICE TOTAL			\$190.00
PAYMENTS			\$0.00
CURRENT TOTAL AMOUNT			\$190.00

If paying by Credit Card please complete the following and Fax OR Mail to the address listed below.

Total Amount Paid: _____

Credit Card: _____ MC VI AmEx (Circle one) Expiration Date: ____/____/____

CVV (3 digits on back of card) ____ Name on Card: _____

AmEx CVV (4 digits on front of card) ____ Signature _____

Billing Address Street _____

Billing Address City: _____ State: _____ Postal Code _____

Mail Check Payments WITH THIS INVOICE to:

National Institute of Governmental Purchasing, Inc.
or NIGP
2411 Dulles Corner Park Suite 350
Herndon, VA 20171
Phone: 1 (800) 367-6447 Fax: (703) 635-2326

Cancellation Policy:

Any registration cancellation will result in a credit in the amount of the original purchase. The credit will be valid for twelve (12) months from the date of the original event and can be used for any other NIGP purchase or registration. If the entire credit is not used by the expiration date, NIGP will not issue any extensions of use or refunds.

From: Frick, Eric
To: rswink@nigp.org
Cc: [Dobersztyn, Theresa](#); [Kalish, Amber](#)
Subject: College of DuPage PO # P0004330
Date: Wednesday, September 7, 2022 11:19:29 AM

Dear Vendor,

Please review referenced below and confirm receipt of PO **(Reply ALL)** and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm

Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to invoicing@cod.edu **to ensure proper approval routing and expedited payments.**

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- **One invoice per e-mail is required**
- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Invoice questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu

Purchase Order



NIGP
Attention: Webinars
P.o. Box 79928

Date: 09/07/2022
Purchase Order #: P0004330
Transaction #: 3041271

Baltimore, MD 21279-0928
United States
Attn: Unknown Unknown
Phone: 999-999-9999

Requested By: Amber Kalish
Requester Email: kalisha@cod.edu
Authorized By: Eric Frick
:
Blanket Order:
:

Ship To

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Amber Kalish
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		NIGP Membership - Additional Members Tsuiyun (Karen) McCoy and Lisa Erl	Each	2	95.00 USD	190.00 USD
<i>Ship To Attn: Amber Kalish</i>						
					Subtotal:	190.00 USD
					Tax:	0.00 USD
					S & H:	0.00 USD
					Order Total:	190.00 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 one 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, 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. The Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

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.

"Dobersztyn, Theresa" <dobersztynt@cod.edu>

NIGP Membership Invoice for Procurement Services

"Dobersztyn, Theresa" <dobersztynt@cod.edu>

Wed, May 24, 2023 at 02:27 PM UTC

CC: Purchasing Proposals <purchasing@cod.edu>

BCC:

Good morning:

The enclosed Invoice #480716 is still outstanding from October 2022. This was to add Lisa Erl and Eric Frick to our NIGP Membership.

Please let me know if there are any questions.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztynt@cod.edu

2 attachments

NIGP Invoice No. 480716_10.11.22.pdf

image001.jpg