

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1319429

Vendor Name: AAFPE American Assoc. for Paralegal Edu

Invoice Number: 1493-8161

Invoice Date: 1/7/2025

PO Number: P0014857

Check Number: 0333949

Check Amount: \$ 545.75

Check Date: 01/28/2025

Voucher Number: V0865885

Document Type: AP Invoice

Document Below

American Association for Paralegal  
Education, Inc.  
957 Williams Blvd  
Springfield, IL 62704 US  
+13025465094  
info@aafpe.org  
EIN - 61-1047512



**BILL TO**  
Anne Knight  
College of DuPage  
425 Fawell Blvd.  
Glen Ellen, IL 60137-6708  
United States of America

DATE  
01/07/2025

PLEASE PAY  
**\$545.75**

DUE DATE  
02/06/2025

DATE		DESCRIPTION	QTY	RATE	AMOUNT
01/07/2025	<b>Institutional Dues for 2025</b>	AAfPE is the nation's largest and continuously operating organization dedicated to promoting quality paralegal and legal studies education. Membership dues are assessed on a calendar-year basis.	1	545.75	545.75

TOTAL DUE

**\$545.75**

THANK YOU.

**"Zerrudo, Marivic"** <zerrudom@cod.edu>

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**FW: [External] Invoice 1493-8161 is due 02/06/2025, but you can pay it now!**

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**"Zerrudo, Marivic"** <zerrudom@cod.edu>

Fri, Jan 24, 2025 at 08:59 PM UTC

CC:

BCC:

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**1 attachment**

Invoice\_14938161\_from\_American\_Association\_for\_Paralegal\_Education\_Inc.pdf

**From:** [College of DuPage](#)  
**To:** [Payne, Channing](#)  
**Subject:** [External] SYSTEM MESSAGE - Transaction 4310854 - 11/26/2024 08:53-Payne-AAFPE American Assoc. for Paralegal Education  
**Date:** Tuesday, November 26, 2024 12:07:07 PM

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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 Channing,

The following Transaction is complete. Since this is a confirming request, no additional action is required. A copy of the order is included below for your information.

Transaction #: 4310854

Transaction Name: 11/26/2024 08:53-Payne-AAFPE American Assoc. for Paralegal Education

Release Method: ConfirmingRequest

Order Type: Purchase Order (PO)

If you have any questions, please contact your system administrator for assistance.

Thank you,  
ESM Solutions Customer Support

## **purchase order**



**AAFPE American Assoc. for Paralegal Education**  
222 S. Westmonte Dr.  
Ste. 111  
Altamonte Springs, FL 32714  
United States  
Attn: Abby  
Phone: 999-999-9999

**Date:** 11/26/2024  
**Purchase Order #:** P0014857  
**Transaction #:** 4310854  
**Requested By:** Channing Payne  
**Requester Email:** [paynec1312@cod.edu](mailto:paynec1312@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: Bev Carlson  
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](mailto:invoicing@cod.edu)  
Phone: 630-942-2228

Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Institutional Dues for 2025. AAfPE is the nation's largest and continuously operating organization dedicated to promoting quality paralegal and legal studies education. Membership dues are assessed on a calendar-year basis.  <i>Ship To Attn: Bev Carlson</i>  <i>Grant Funded: NA-Not Applicable</i>	Each	1	545.75 USD	545.75 USD
					<b>Subtotal:</b>	545.75 USD
					<b>Tax:</b>	0.00 USD
					<b>S &amp; H:</b>	0.00 USD
					<b>Order Total:</b>	545.75 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 E9997-3391-06.
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.