

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1656382

**Vendor Name:** National Board for Professional Teaching Standards

**Check Details:**

**Check Number:** 0337580

**Check Amount:** \$ 2,000.00

**Check Date:** 3/26/2025

**Invoice Details:**

**Invoice Number:** INV0708

**Invoice Date:** 3/11/2025

**PO Number:** P0016323

**Voucher Number:** V0879018

**Document Type:** AP Invoice

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**Document Below**

**NATIONAL BOARD**  
*for Professional Teaching Standards®*

**INVOICE**

INVOICE #: INV0708  
DATE: 03/11/2025

1525 Wilson Blvd, Ste 700  
Arlington, VA 22209  
Phone 724-986-7499 Fax  
mblasey@NBPTS.ORG

**BILL TO:** College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

REFERENCE/PO #	PAYMENT TERMS	DUE DATE
	Net 30	04/10/2025

DESCRIPTION	TIME PERIOD	UNIT	QTY	UNIT PRICE	AMOUNT
ATLAS 1 Year Subscription	07/01/2024 to 06/30/2025	Each	1	\$1,500.00	\$1,500.00
ATLAS Users	07/01/2024 to 06/30/2025	Each	50	\$10.00	\$500.00
Total Payable through ACH & Check					<b>\$2,000.00</b>
Credit Card Payment Total					<b>\$2,085.30</b>

We offer three different payment options: check, credit card, or ACH.

**Credit Card Payment:**

To pay by credit card go to: (<https://donorbox.org/atlas-institutional-subscriptions>). All credit card payments incur a processing fee of 4.25% + .30. Should you choose to use this payment option, your balance is below.

**ACH Payment**

Please see below National Board for Professional Teaching Standards Capital One Bank Account:

Bank Name: **Capital One**

Routing number: **065000090**

Account number: **3027084712**

Direct all billing inquiries to our accounting department at [accountsreceivable@nbpts.org](mailto:accountsreceivable@nbpts.org) or (703) 465-2700

"Jacobs, Autumn" <jacobsa31@cod.edu>

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**PO #P0016323 Invoice NBPTS ATLAS**

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"Jacobs, Autumn" <jacobsa31@cod.edu>

Mon, Mar 17, 2025 at 07:58 PM UTC

CC:

BCC:

Good afternoon,

The attached invoice was sent to the Division for processing. PO is #P0016323.

Please let me know if there are any questions!

Thanks so much,

**Autumn Jacobs**

**(she/her)**

Administrative Asst.

College of DuPage

Social/Behavioral Sciences & Library, BIC 2E06

**P:** (630) 942-2487

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**1 attachment**

INV0708 College of DuPage Accounts INV .pdf

**Purchase Order****Purchase Order #: P0016323****Order Total: 2,000.00 USD**National Board for Professional  
Teaching Standards**Date:** 03/12/2025  
**Transaction #:** 4450003  
**Authorized By:** Kellen Fitzpatrick**Requested By:** Autumn Jacobs  
**Requester Email:** jacobsa31@cod.edu  
**Phone:** 630-942-2487**Supplier Address:**  
National Board for Professional Teaching  
Standards  
1525 Wilson Blvd Ste 700  
Arlington, Virginia 22209  
United States  
Attn: Ben McKinney  
Phone: 240-418-2616**Ship To:**  
College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Autumn Jacobs  
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:** invoice INV0708

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		ATLAS 1 Year Subscription	Each	1	1,500.00 USD	1,500.00 USD
Ship To Attn: Autumn Jacobs						
2		ATLAS Users	Each	50	10.00 USD	500.00 USD
Ship To Attn: Autumn Jacobs						

**Subtotal:** 2,000.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 2,000.00 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 E9997-3391-06.
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.

**"Maday, Kari"** <madayk2239@cod.edu>

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**Attached Image**

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**"Maday, Kari"** <madayk2239@cod.edu>

Tue, Mar 18, 2025 at 05:08 PM UTC

CC:

BCC:

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**1 attachment**

2426\_001.pdf