

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1769326

Vendor Name: Thrive Leadership Consulting LLC

Check Details:

Check Number: E0108005

Check Amount: \$ 10,000.00

Check Date: 6/10/2025

Invoice Details:

Invoice Number: 001

Invoice Date: 5/25/2025

PO Number: B0002828

Voucher Number: V0887219

Document Type: AP Invoice

Document Below



May 25, 2025

INVOICE #001

BO No.: B0002828

THRIVE Leadership Consulting LLC

10121 Mozelle Ln
Dardanelle, AR 72834
479.970.8524
thriveleadershipconsulting@gmail.com

BILL TO:

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

BUDGET SUMMARY:

ITEMS	HOURS	RATE	AMOUNT
	12	\$150/hour	\$1,800
Phase 1 – Planning			
	30	\$150/hour	\$4,500
Phase 2 – Stakeholder Meetings			
	15	\$150/hour	\$2,250
Phase 3 – Synthesis			
	10	\$150/hour	\$1,500
Phase 4 – Finalization			
	67		\$10,050
Total			
			\$10,000
Contract Flat Fee			

TOTAL AMOUNT DUE: \$10,000.00

PAYMENT: We appreciate your business. Please process payment upon receiving this invoice. Payment can be sent using the ACH payment information provided in the vendor portal.

Thank you for your business! If you have any questions regarding this invoice, please contact us at thriveleadershipconsulting@gmail.com or 479.970.8524.

[External] INVOICE: College of DuPage Blanket Order No. B0002828 for Thrive Leadership Consulting for Student Services Division

Dana Tribble <danatribble1016@gmail.com>

Sun, May 25, 2025 at 01:19 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.

Good morning,

Please find our invoice attached. If you have any questions, please do not hesitate to contact us.

Thank you!

Dana Tribble & Aubrey Holt

----- Forwarded message -----

From: **Casey, Kevin** <caseyk650@cod.edu>

Date: Fri, May 23, 2025 at 3:35PM

Subject: College of DuPage Blanket Order No. B0002828 for Thrive Leadership Consulting for Student Services Division

To: danatribble1016@gmail.com <danatribble1016@gmail.com>

Cc: Doguim, Melissa <doguimm@cod.edu>

Dear Vendor,

Please confirm receipt of Blanket Order (BO) No. **B0002828** and process accordingly.

To avoid any confusion, COD requests all packages and invoices include the Blanket Order Number for each shipment or payment.

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

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

Instructions for Submission of Invoices

Procurement Services does not process payments.

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.

- Blanket Order Numbers must be clearly indicated on the invoice
- Electronic invoices must be sent in **PDF format Only** to invoicing@cod.edu
- **One invoice per e-mail is required**
- Non-BO invoices must contain department number for proper routing of approvals

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

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 be set up for ACH payments to purchasing@cod.edu

Blanket Order 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.
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.

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2 attachments

B0002828.pdf

Invoice 001- COD.pdf

