

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086846

Vendor Name: National Association of Educat

Invoice Number: 300004262

Invoice Date: 11/16/17

PO Number: P0355500

Check Number: 0230095

Check Amount: \$ 1,400.00

Check Date: 01/17/2018

Department ID: 00749

Reviewer Name:

Voucher Number: V0490270

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: cernicke@cod.edu  
Sent: Tue Dec 19 09:10:20 CST 2017  
To: invoicing@cod.edu  
CC: radfordj@cod.edu  
Subject: NAEP Membership Invoice 300004262.pdf  
-----

Please process for payment.  
Kind Regards,

Beth Cernick  
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: ( 630) 942.2813 | F: (630) 942.4201 | [cernicke@cod.edu](mailto:cernicke@cod.edu)

**Bill To:****College of DuPage**

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

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**PURCHASE ORDER**

355500

Page: 1

Release Method: Hard Copy

Release Date: 12/18/2017

Created Date: 12/18/2017

**\* Confirming Purchase Order \*****Vendor:**

1086846  
National Association of Educational Procurement  
8840 Stanford Blvd #2000  
Columbia, MD 21045

Attn: PAT REED

Phone: 123-123-1234

Fax:

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

**Deliver To:** Cernick, Beth**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 663623**Requisitioner Name(s):** Beth Cernick

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Institution Membership	\$1,400.00	\$1,400.00
<b>Deliver To:</b> Cernick, Beth						
<b>Sub Total: \$</b>						<b>1,400.00</b>
<b>Total: \$</b>						<b>1,400.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-80-00749-5406002		\$1,400.00

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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 to the Contractor, 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 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. Contractor shall submit to the College, monthly certified

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**PURCHASE ORDER**

355500

**Page:** 2**Release Method:** Hard Copy**Release Date:** 12/18/2017**Created Date:** 12/18/2017**\* Confirming Purchase Order \***

payroll records for all workers and sub-contractors utilized for the project.



# National Association of Educational Procurement

# Invoice

1088840

Date	Invoice #
11/16/2017	300004262

Bill To
College of DuPage College of DuPage 425 Fawell Blvd Berg Instructional Center, BIC 1540 Glen Ellyn, IL 60137-6599 United States

Member Information
College of DuPage College of DuPage 425 Fawell Blvd Berg Instructional Center, BIC 1540 Glen Ellyn, IL 60137-6599 United States

**AP VERIFIED**  
**12/22/17 - BETHANY CRUSE**

PO	Terms	Due Date
	Due on receipt	11/16/2017

Description	Amount
Institution Membership (R)	-----
Institutional Dues Rate (Based on Student FTE 25,000 - 29,999)	\$1,400.00
<b>Total</b>	\$1,400.00
<b>Balance Due</b>	\$1,400.00

**To pay by check, make checks payable to:**  
NAEP or National Association of Educational Procurement  
8840 Stanford Boulevard Suite 2000  
Columbia, MD 21045

**Please include invoice number on check**

01-80-00749-5406002

*James P. [Signature]*

PO # 355500

**NAEP National Office, 8840 Stanford Boulevard, Suite 2000, Columbia, MD 21045**  
**Tel: 443.543.5540 • Fax: 443.219.9687**



November 21, 2018

Jacoby Radford  
Manager, Purchasing  
College of DuPage  
Berg Instructional Center, BIC 1B03  
425 Fawell Blvd.  
Glen Ellyn, IL 60137



Dear Jacoby,

Your NAEP membership dues renewal is enclosed. 2018 will be another exciting year as we continue to develop best-in-class education and resources on a variety of procurement topics.

Due by January 31, 2018, your renewal keeps your procurement team moving forward. **NAEP is pleased to share that your annual dues amount, based on your Full Time Equivalent number of students, has not increased this year.** Listed below, you'll find a brief overview of what's available to your procurement department:

- **Enriched Career and Professional Development:** The NAEP Procurement Academy allows you to develop the skill sets and job knowledge to do your job effectively, manage your career growth, and chart a course for your procurement staff development.
- **Networking & Connections:** Use the national exchange to quickly connect with a knowledgeable base of subject matter experts. Follow specific conversations strings to connect with colleagues across the country who face the same challenges you do.
- **RFP Library:** Don't reinvent the wheel. Our RFP Library contains over 700 sample RFPs across a broad range of procurement topics.
- **Best Practice Tools:** How do you attract and keep top talent on your procurement team? How do you manage technology within your department? What does your Chief Business Officer think about procurement? How do you manage your supplier relationships? These questions are the basis for several of our recent best practice white papers. Don't lose access to these answers as well as all of the best practice resources available to you on the NAEP website.

Thank you for your membership in 2017. Please renew your 2018 NAEP membership today. For additional detail on the value NAEP brings to you and your procurement team, visit [www.NAEPnet.org/membership](http://www.NAEPnet.org/membership).

Regards,

Shane Boyle  
Manager of Membership & Marketing

