

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1081503
Vendor Name: Aba/American Bar Association
Invoice Number: PO357223
Invoice Date: 04/10/18
PO Number: P0357223
Check Number: 0234738
Check Amount: \$ 1,500.00
Check Date: 04/11/2018
Department ID: 00097
Reviewer Name: Linda Hickman
Voucher Number: V0508974
Redaction Type: None
Document Type: AP Invoice

Document Below

1081503

0010

04/11/2018

0234738

PO357223

V0508974

Annual ABA Dues for

0110000975406002

1,500.00

APPROVED
04/28/18 - KRISTINE FAY

1,500.00

Theresa Miller

0234738

PAY ONLY ONE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS

04/11/2018

\$*****1,500.00

Aba/American Bar Association
Publication Orders
PO Box 10892
Chicago IL 60610-0892

From: acctpay@cod.edu
Sent: Tue Apr 10 14:56:33 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: College of DuPage PO 357223

From: Towne, Jordan
Sent: Tuesday, April 10, 2018 12:45 PM
To: Accounts Payable <acctpay@cod.edu>; Miller, Monica <millermo@cod.edu>
Subject: College of DuPage PO 357223

Hi,



I have attached a check enclosed request for American Bar Association PO 357223.

Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)

Bill To:**College of DuPage**

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



Check
Enclosed

PURCHASE ORDER

357223

Page: 1

Release Method: Hard Copy

Release Date: 04/10/2018

Created Date: 04/10/2018

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

Vendor:

1081503
Aba/American Bar Association
Publication Orders
PO Box 10892
Chicago, IL 60610-0892
Attn: Customer Service

Phone: 123-123-1234
Fax: 312-988-6279

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: Sally Fairbank BIC 1471A

AP VERIFIED**04/11/18 - MARIA ZERRUDO**

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 665666

Requisitioner Name(s): Monica Miller

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Annual ABA Dues for Paralegal Studies Program	\$1,500.00	\$1,500.00

Deliver To: Sally Fairbank BIC 1471A

Sub Total: \$ 1,500.00

Total: \$ 1,500.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00097-5406002		\$1,500.00

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 are not mailed to invoicing@cod.edu. 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 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. 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 applicable 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

APPROVED**04/28/18 - KRISTINE FAY****INVOICE REVIEWED****OKAY TO PAY**

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

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

PURCHASE ORDER

357223

Page: 2

Release Method: Hard Copy

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