

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1546939
Vendor Name: KNOWLEDGEHUT LLC
Invoice Number: KH/PFI/8363
Invoice Date: 03/15/18
PO Number: P0357265
Check Number: 0235133
Check Amount: \$ 1,990.00
Check Date: 04/12/2018
Department ID: 03438
Reviewer Name:
Voucher Number: V0509091
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: townej@cod.edu
Sent: Thu Apr 12 09:00:19 CDT 2018
To: invoicing@cod.edu, chepyat@cod.edu
CC: smidka@cod.edu
Subject: College of DuPage PO 357265

Hi,



I have attached a check enclosed request for Knowledgehut LLC PO 357265. Please contact Kayla Chepyator as check is needed as soon as possible to reserve spot.

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

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

Vendor:

1546939
KNOWLEDGEHUT LLC
12227 Audrianna Dr
Frisco, TX 75033

Attn: Lance Harwood

Phone: 832-684-0080

Fax:



Check
Enclosed

PURCHASE ORDER

357265

Page: 1

Release Method: Hard Copy

Release Date: 04/12/2018

Created Date: 04/12/2018

Ship To:

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2217

Deliver To: Chepyator, Kayla

AP VERIFIED

04/12/18 - BETHANY CRUSE

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 665732

Requisitioner Name(s): Kayla Chepyator

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		2	Each	2 Certifications Training for Scrum Master	\$995.00	\$1,990.00
Deliver To: Chepyator, Kayla						
Sub Total: \$						1,990.00
Total: \$						1,990.00

Account Code Summary

Account Code	Account Description	Amount
06-10-03438-5909001		\$1,990.00

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. 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 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

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

357265

Page: 2

Release Method: Hard Copy

Release Date: 04/12/2018

Created Date: 04/12/2018

PROFORMA INVOICE

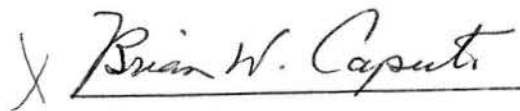
Product/Service Provider Knowledgehut INC	Invoice No KH/PFI/8363	Date 15/Mar/2018
Customer Details: College of DuPage 425 Fawell Blvd. SSC 2225 Glen Ellyn, IL 60137-6599	Commercial Invoice No KH/PFI/8363	Date 15/Mar/2018
Member representing company Participant name: 1. Sri Artha Togatorop 2. Origanus Ramfate	Customer Reference <u>Email</u> /Letter/Call	Date 15/Mar/2018
	Authorized Person (if applicable) Details Kayla Chepyator	

SI No	Description	Quantity	Unit Price	Total
1	Certified Scrum Master (CSM) Certification training in Chicago, IL on 21st-22nd April' 2018	2	USD 995	USD 1990

Net Amount Payable	USD 1990
---------------------------	-----------------

Payment mode: Online Payment/PO
Due: Within 60 days from the date of invoice issued

Note: All prices quoted here in USD
Price quoted herein for merchandise only valid up to the date of delivery of service as specified.
Service Clause: By accepting this invoice you confirm that you (or the participant) will attend the work shop on the given date. In the event you (or the participant) is unable to do so, the cancellation should be made 15 days before the workshop. Failing to do so, the invoiced amount will require to be paid in full.
Declaration: All the information above in true & correct to the best of our knowledge on both parties.



Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs