

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1422402

Vendor Name: The Kuchuris Group

Invoice Number: COD 2018-1

Invoice Date: 03/24/18

PO Number:

Check Number: E0066683

Check Amount: \$ 1,050.00

Check Date: 04/25/2018

Department ID: 63001

Reviewer Name:

Voucher Number: V0509833

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 4/17/2018
Vendor ID: 1422402

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
COD 2018-1		05	63	63001	5308001	Instructional Service Contr	\$ 1,050.00

AP VERIFIED

04/23/18 - BETHANY CRUSE

Grand Total

\$ 1,050.00

\$1,000 and Greater Approval of Division Vice President Required ---

Check the appropriate box below and sign

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: The Kuchuris Group, Inc

Other
Instructions:

Payee Address: 551 Carlisle Ct., Glen Ellyn, IL 60137

Description on Check:

Systems Thinking Course, 3/14/18 (PROED-0011-002).

Approvals:

Prepared By:

Yvonne Bedford

Signature:

Yvonne Bedford

Payment Due:

May 11, 2018 Or Sooner

Board Approved Date:

Approved By:

Dan Deasy

Date:

4/17/18

Signature:

[Signature]

Approved By:

Date:

Signature:

Approved By Division VP:

Monna Stewart

Date:

4/18/18

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

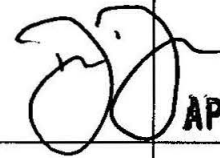
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INVOICE

INVOICE NO: COD 2018-1
DATE: 3/24/18
Tax ID #: 45-1905198

TO: Debbie Hasse
College of DuPage
425 Fawell Blvd.
Glen Ellyn, Illinois 50137

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Preparation, Planning & Delivery (3-14-18) Systems Thinking Course # PROED-0011-002 # 05-63-63001-5308001	1,050.00	1,050.00
Contractor hereby certifies that the supplies provided and services performed and expenses incurred as stated in the attached invoice have met all of the required standards set forth in the Contract.		TOTAL DUE	\$ 1,050.00



APR 18 2018


4/18/18

Please make all checks payable to:

The Kuchuris Group, Inc.
551 Carlisle Court
Glen Ellyn, Illinois 60137

Thank You for the opportunity,



Paul G. Kuchuris, Jr

VENDOR AGREEMENT
Between
COLLEGE OF DuPAGE
And
The Kuchuris Group

This Agreement is entered into this 26th day of February, 2018 between College of DuPage and The Kuchuris Group (Vendor).

SERVICES: The Kuchuris Group shall perform the following services for the College of DuPage:

Customized Leadership and Strategic Planning Training Workshops

Vendor will perform duties at the College using College facilities as appropriate.

WORK PRODUCT: All documents, including reports and all other work products produced by Vendor under this Agreement shall become and remain the property of College of DuPage. The Vendor shall submit any document, publication, brochure, electronic media, etc., which was developed for College of DuPage under this Agreement to the College for copyright or trademark by the College.

TERM: The term of this agreement shall be March 15, 2018 to June 30, 2018.

REMUNERATION: The total amount for FY17 shall not exceed \$ 4,600. Invoices for services are to be submitted to College of DuPage prior to any payment to The Kuchuris Group.

Vendor: It is understood, acknowledged and agreed by the Parties that the relationship of Vendor to the College arising out of this Agreement shall be that of an independent contractor. Neither Vendor nor any employee or agent of Vendor is an employee or agent of the College and therefore, is not entitled to any benefits provided employees of the College. Vendor has no authority to employ/retain any person as an employee or agent for or on behalf of the College for any purpose. Vendor shall not represent to anyone that he is an employee of the College.

PAYMENT: Vendor must agree to receive all payments from the College via an Automated Clearing House (ACH) transfer (CCD file format only). Instructions for registering for ACH payments are available on the College's Purchasing Department website: <http://www.cod.edu/about/purchasing/index.aspx>.

TAXES: The Kuchuris Group shall be responsible for any and all state, local and federal taxes due related to income from the above services. Vendor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment. The Kuchuris Group is required to provide a completed IRS W-9 document in order to do business with the College.

LIAISON: While performing these services, it is understood that The Kuchuris Group will coordinate with Debbie Hasse, Interim Senior Manager (name and title).

LIABILITY: The Kuchuris Group agrees to hold College of DuPage, its trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims, demands, and expenses, including attorney's fees, which may arise during the performance of this agreement.

The Kuchuris Group also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. The Kuchuris Group shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grants rights, against all damages suffered and expenses incurred based on any breach or alleged breach of The Kuchuris Group's warranty.

RESTRICTIVE COVENANTS: The Vendor will not, during the period of this Agreement, use any Information for his own benefit or for the benefit of any person or entity other than College of DuPage; disclose to any person or entity any Information learned as part of this consult; or remove or make copies of any Information, in any form; except, in each case, as may be required within the scope of Vendor's duties during the term of this Agreement.

Vendor agrees to comply fully with the Federal Equal Employment Opportunities Act, including 29 C.F.R./Part 1609 "Guidelines on Harassment," the Illinois Human Right Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder and all amendments made thereto, Title VII of the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments, and Vendor represents certifies and agrees that it has implemented a sexual harassment policy pursuant to 775 ILCS 5/2-105 and that no person shall be denied or refused service or other full or equal use of Vendor's services, or denied employment opportunities by Vendor on the basis of race, creed, color, religion, sex, national origin or ancestry, age disability unrelated to ability, marital status, or unfavorable discharge from military service.

Upon termination of this Agreement, or at any such time as the College may request, the Vendor will deliver to College of DuPage all copies in possession of any Information, in any form. Except on behalf of College of DuPage, the Vendor will not at any time assert any rights in or with respect to any Information. For purposes of this Agreement, "Information" means any, research, operational, product or service information, processes, data, samples, drawings, market information, customer information, manner of operation, techniques, databases, promotions, and other information that may be deemed similar to, based on or derived from any of the foregoing, or information. Information does not include information, knowledge, or data, which the Vendor can prove, was in individual's possession prior to the commencement of this Agreement or information, knowledge, or data, which was or is in the public domain.

CERTIFICATION: All independent Vendors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988. (Must check one)

XX I certify that I am not in default of an educational loan guaranteed by the State in the amount of \$600.00 or more.

 I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

 I certify that I am not employed elsewhere in the College as a regular or temporary employee.

TERMINATION: The College may terminate this Agreement and the services at any time upon five (5) days written notice to Vendor. The College shall not be responsible for any services or expenses incurred after the date of termination.

In consideration thereof, both parties agree to the conditions set forth above.

Vendor

THE KUCHURIS GROUP

Name

Vendor

45-190519

SS# OR FEIN

2/22/18

Date

Brian W. Caputo

Chief Financial Officer

Brian W. Caputo, Ph.D., C.P.A.

Vice President/CFO

Administrative Affairs

3/9/18

Date

I agree with the terms stated above and certify that I have received a copy of the contract agreement.

[Signature]

Vendor

2/22/18

Date