

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086877
Vendor Name: NASFAA
Invoice Number: 80203-180701
Invoice Date: 05/01/18
PO Number: P0358567
Check Number: E0068114
Check Amount: \$ 3,200.00
Check Date: 07/11/2018
Department ID: 00449
Reviewer Name: None
Voucher Number: V0517164
Redaction Type: None
Document Type: AP Invoice

Document Below

From: townej@cod.edu
Sent: Wed Jun 20 09:03:22 CDT 2018
To: invoicing@cod.edu
CC: paganj@cod.edu
Subject: NASFAA Invoice

Hello,



Please see the attached invoice.

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!](#)



NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

Please verify Primary Contact/Voting Representative information below, and note any updates as they are reported.

APPROVED

Mr. Earl F. Dowling
Vice President, Student Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599

06/26/18 - JANET PAGAN-KLEHR

Email Address:
edowlinge@cod.edu

☐ By renewing the NASFAA membership, your institution acknowledges *NASFAA's Statement of Ethical Principles & agrees to adhere to the Code of Conduct*. Please review the documents at www.NASFAA.org/ethics.

Invoice Date 5/1/2018	Membership ID 80203	Invoice Number 80203-180701	RENEWAL INVOICE Due by June 30, 2018
NASFAA Fed ID# 83-0211970	Membership Effective July 1, 2018 through June 30, 2019	2018-2019 Membership Dues Option NASFAA Value Membership	
Optional Add-Ons In addition to my membership dues of \$3,200.00 , I would like to add the following option(s) for the additional cost noted: ____ P&P Builder Package @\$99.00 or ____ My additional cost to upgrade to Value Plus Package is \$496.00 (includes option above) Please see details on the back.		Today's News Subscriptions: Unlimited 2016 Fall FTE: 15,013 Value Membership Dues: \$2,751.00 Value Plus Upgrade: \$ _____ P&P Builder Package: \$ _____ Webinar Package: \$449.00 Balance: \$3,200.00 Paid: \$0.00 AMOUNT DUE: \$3,200.00 ADJUSTED AMOUNT DUE: \$ _____	

Payment Method: ____ Check Enclosed ____ AMEX ____ Discover ____ VISA ____ MasterCard Purchase orders are not accepted		
Name on Card:		Card Number:
Expiration Date:		Signature:
Cardholder's Phone:	Amount to be Charged:	Security Code (on back of credit card):

Questions, changes, or revised invoice, contact Membership Services at (202) 785-0453, Ext. 1 or Membership@NASFAA.org.
New Address: NASFAA, 1801 Pennsylvania Ave., NW, Suite 850, Washington, DC 20006, Fax: 202-785-1487
Please send this form with payment. Keep a copy for your records.

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:

1086877
NASFAA
1101 Connecticut Avenue NW, Suite 1100
Washington, DC 200364303

Attn: Services, Membership

Phone: (202)785-0453
Fax: (202)785-1487

PURCHASE ORDER

358567

Page: 1

Release Method: Hard Copy

Release Date: 06/20/2018

Created Date: 06/20/2018

Ship To:

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

Purchasing, Manager

Phone: (630) 942-2217
Fax: (630) 942-3750

Deliver To: Pagan-Klehr, Janet

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 667193

Requisitioner Name(s): Janet Pagan-Klehr

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	80203-180701	1	Each	Annual Membership	\$3,200.00	\$3,200.00
Deliver To: Pagan-Klehr, Janet						
Sub Total: \$						3,200.00
Total: \$						3,200.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00449-5406002		\$3,200.00

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

2018-19 Options for Institutional Members

Membership dues include benefits for twelve months, July 1 to June 30.

If joining mid-year, Standard Dues are pro-rated.

Standard Dues		Optional Add-ons			
Dues Calculation for all Institutions Base Fee + FTE x 9.1%		P&P Builder	Webinar Package	Value Package	Value Plus Package (Includes P&P Builder, Webinars, Value Package, and more!)
\$835	+ FTE x 9.1%	\$99	\$449	\$550	\$1,495

Standard Membership

This is our basic membership. If you want to purchase additional services, you can do so at any time and pay the à la carte price for that product or service.

- Includes *unlimited* Today's News subscriptions.
- Includes unlimited access to the Student Aid Index.
- Includes unlimited access to the Compliance Engine checklists
- Includes unlimited access to the AksRegs Knowledgebase.
- Includes unlimited access to the NASFAA website, where many additional products and services are available at no additional cost.

Value Membership

Offers discounted access to select training materials for you and your staff!

- As with Standard, the Value package includes *unlimited* Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine checklists, and website access.
- Includes unlimited access to 6 NASFAA U Self-Study Guides as downloadable PDFs, described below.
Value: \$654/staff member
- 5% off Conference registrations, beyond the first registration, for the 2019 NASFAA Conference. Does NOT include on-site registrations.
Value: \$31/registrant
- 5% off Career Center job postings
Value: \$13/posting

Value Plus Membership

Developed for institutions that need even more access to NASFAA's training resources.

- As with Standard, the Value Plus package includes *unlimited* Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine checklists, and website access.
- Also includes the Webinar Package, described below. **Value: \$449**
- Includes the Policies & Procedures Builder.
Value: \$99
- Includes unlimited access to all NASFAA U Self-Study Guides as downloadable PDFs.
Value: \$1,962/staff member!
- 10% off Conference registrations, beyond the first registration, for the 2019 NASFAA Conference. Does NOT include on-site registrations. **Value: \$62/registrant**
- 10% off Career Center job postings. **Value: \$27/posting**

P&P Builder

The P&P Builder, a Compliance Engine add-on module, guides you step-by-step through the creation of a centralized, accessible policies and procedures manual.

Webinar Package

The Webinar Package includes all fee-based Webinars offered between July 1 and June 30 each year. For 2018-19, twelve (12) paid Webinars are planned. The package also includes unlimited site licenses, which means everyone at your institution or organization with a *myNASFAA* account can participate from their own computer when they register for the live event or watch the on-demand version. Live Webinars are archived for up to one year, though they may be removed if regulations change.

NASFAA U Self-Study Guides

The Value Package includes the first six guides in the NASFAA U Self-Study Guide series: *Overview of the Financial Aid Process*, *Application Process*, *Student Eligibility*, *Cost of Attendance*, *Need Analysis: Federal & Institutional*, and *Verification*. With this package, you can download the PDFs from the online store and make unlimited copies for you and your staff. The Value Plus Package includes all of the guides. For a complete list of Self-Study Guides, please visit the NASFAA website.