

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086881

Vendor Name: Nat'l Assoc of Schools of Art

Invoice Number: P0358929

Invoice Date: 07/05/18

PO Number: P0358929

Check Number: E0068262

Check Amount: \$ 2,877.00

Check Date: 07/19/2018

Department ID: 00423

Reviewer Name:

Voucher Number: V0518865

Redaction Type: None

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

Document Below

From: cernicke@cod.edu
Sent: Thu Jul 05 09:56:27 CDT 2018
To: invoicing@cod.edu
CC: burnsp@cod.edu
Subject: Check Enclosed Request PO 358929

Hello Invoicing,

Please process the enclosed "Check Enclosed" request and include invoice with payment.

Any questions, please contact Paul Burns, also copied on this email.

Thank you,
Beth

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

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



Include Invoice with Payment

PURCHASE ORDER

358929

Page: 1

Release Method: Hard Copy

Release Date: 07/05/2018

Created Date: 07/05/2018

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

1086881
Nat'l Assoc of Schools of Art
11250 Roger Bacon Dr
Ste 21
Reston, VA 20190
Attn: Customer Service

Phone: 123-123-1234
Fax:

Ship To:

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

AP VERIFIED**07/18/18 - BETHANY CRUSE**

Purchasing Manager

Phone: 630-942-2228
Fax: 630-942-2417

Deliver To: Burns, Paula

PO Created By: Cernick, Beth

Purchase Order Comments:

check enclosed. Please include invoice with payment

Requisition Number(s): 667618

Requisitioner Name(s): Paula Burns

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	2018-2019 Membership Dues Range E	\$2,877.00	\$2,877.00
Deliver To: Burns, Paula						
Sub Total: \$						2,877.00
Total: \$						2,877.00

Account Code Summary

Account Code	Account Description	Amount
01-20-00423-5302001		\$2,877.00

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.

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

358929

Page: 2**Release Method:** Hard Copy**Release Date:** 07/05/2018**Created Date:** 07/05/2018*** Confirming Purchase Order ***

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.

National Association of Schools of Art and Design**INVOICE**

11250 Roger Bacon Drive
Suite 21
Reston, VA 20190
Fed Id: 23-7358733

Voice: 703-437-0700
Fax: 703-437-6312
<http://arts-accredit.org>

Invoice Number: I0972-AD18

Bill To:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

Customer ID	Payment Terms	Invoice Date
I0972	Net Due	7/1/2018

Description	Cost
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2018 - 2019 Membership Dues
FTE Students Served by Art Unit

A	1 - 200	\$1,741.00
B	201 - 400	\$2,030.00
C	401 - 600	\$2,329.00
D	601 - 800	\$2,609.00
E	801+	\$2,877.00

DUE Please remit one of the above amounts
according to the FTE of the Art Unit

When calculating full-time equivalency (FTE) for NASAD, the sum of all credits generated by all students taking art/design classes should be calculated, then divided by the institution's average full-time load for an art/design student. Should questions arise when calculating the institution's FTE, please contact Stephanie Blakely at 703-437-0700 x118 or sblakely@arts-accredit.org at the National Office.

For your convenience, you may pay your invoice
with a *Mastercard, Visa or American Express* at <http://nasad.arts-accredit.org/>
