

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087673

Vendor Name: National Association of La

Invoice Number: P0359436

Invoice Date:

PO Number: P0359436

Check Number: 0237755

Check Amount: \$ 1,448.46

Check Date: 08/07/2018

Department ID: 00077

Reviewer Name:

Voucher Number: V0522129

Redaction Type: None

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

Document Below

1087673

08/07/2018

0237755

P0359436	V0522129	Safety Tailgate Training	0110000775401002	75.00
P0359436	V0522129	Principles of Landscape	0110000775401002	195.00
P0359436	V0522129	Turfgrass Problems:	0110000775401002	25.00
P0359436	V0522129	Compendium of Turfgrass	0110000775401002	160.00
P0359436	V0522129	Set of 7 Business	0110000775401002	285.00
P0359436	V0522129	Management of Cool Season	0110000775401002	150.00
P0359436	V0522129	Pricing for the Green	0110000775401002	80.00
P0359436	V0522129	Flyer - Benefits of	0110000775401002	40.00
P0359436	V0522129	Flyer - Pollinator Health	0110000775401002	40.00
P0359436	V0522129	Business Principles for	0110000775401002	45.00
P0359436	V0522129	2017 Employee	0110000775401002	99.00
P0359436	V0522129	Flyer - Myths &	0110000775401002	40.00
P0359436	V0522129	2016 Operating Cost Study	0110000775401002	99.00
P0359436	V0522129	Guide to Interior	0110000775401002	90.00
P0359436	V0522129	Shipping and handling	0110000775401002	25.46

1,448.46

0237755

PAY ONLY ONE THOUSAND FOUR HUNDRED FORTY EIGHT AND 46/100 DOLLARS

08/07/2018

\$\*\*\*\*\*1,448.46

National Association of Landsc  
Professionals, Inc.  
PO Box 822945  
Philadelphia PA 19182-2945

P

V522129

College of DuPage - Accounts Payable  
Check Request Form  
revised 12/18/17

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

PO 359436

Date: 7/31/2018  
Vendor ID: 1087673

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	359436	01	10	00077	5401002	Instructional Supplies	\$ 1,448.46
Grand Total							\$ 1,448.46

--- \$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: National Association of Landscape Professionals  
Payee Address: P.O. Box 822945, Philadelphia, PA 19182-2945

Other Instructions:

Manual Check Please

Please call Brian Caputo  
at 501-250-1234 when ready

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

Description on Check:

Curriculum Materials

Vice President/CFO  
Administrative Affairs

Approvals:

Prepared By: Monica Miller

Signature: [Signature]

Payment Due: \_\_\_\_\_

Board Approved Date: \_\_\_\_\_

Approved By: Kris Fay, Dean, BTBUS

Date: \_\_\_\_\_

Signature: [Signature]

Approved By: \_\_\_\_\_

Signature: [Signature]

Approved By Division VP: \_\_\_\_\_

Dr. Kirk Overstreet

Date: 8/2/18

Signature: (Lisa Stock in place of Kirk Overstreet)

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

**Vendor:**

1087673  
National Association of Landscape  
PO Box 822945  
Philadelphia, PA 19182-2945

Attn: Andrea Berberick

Phone: 703-736-9666  
Fax: 703-736-9668

**PURCHASE ORDER**

359436

Page: 1

Release Method: Hard Copy

Release Date: 07/30/2018

Created Date: 07/30/2018

**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: Brian Clement TEC 1059

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 668154

Requisitioner Name(s): Monica Miller

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	AB-0049	1	Each	Safety Tailgate Training Manual - Electronic	\$75.00	\$75.00
Deliver To: Brian Clement TEC 1059						
2	PB-0001	1	Each	Principles of Landscape Tree & Shrub Maintenance	\$195.00	\$195.00
Deliver To: Brian Clement TEC 1059						
3	RB-0003	1	Each	Turfgrass Problems: Picture Clues & Mgmt. Options	\$25.00	\$25.00
Deliver To: Brian Clement TEC 1059						
4	SET-0001	1	Each	Compendium of Turfgrass Diseases, 3rd Ed. book & CD	\$160.00	\$160.00
Deliver To: Brian Clement TEC 1059						
5	SET-0071	1	Each	Set of 7 Business Management Training Manuals	\$285.00	\$285.00
Deliver To: Brian Clement TEC 1059						
6	PB-0002	1	Each	Management of Cool Season Lawns	\$150.00	\$150.00
Deliver To: Brian Clement TEC 1059						
7	AB-0044	1	Each	Pricing for the Green Industry, 3rd Edition	\$80.00	\$80.00
Deliver To: Brian Clement TEC 1059						
8	AB-0092	1	Each	Flyer - Benefits of Healthy Landscapes (100 pack)	\$40.00	\$40.00
Deliver To: Brian Clement TEC 1059						

**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:**

1087673  
National Association of Landscape  
PO Box 822945  
Philadelphia, PA 19182-2945



Check  
Enclosed

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Purchasing, Manager

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Phone: 703-736-9668

Fax: 703-736-9668

Phone: 630-942-2238

Fax: 630-942-2417

College of DuPage TEC 1059

**AP VERIFIED**  
**08/01/18 - BETHANY CRUSE**

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3	RB-0003	1	Each	Turfgrass Problems: Picture Clues & Mgmt. Options	\$25.00	\$25.00
Deliver To: Brian Clement TEC 1059						
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Deliver To: Brian Clement TEC 1059						
5	SET-0071	1	Each	Set of 7 Business Management Training Manuals	\$285.00	\$285.00
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6	PB-0002	1	Each	Management of Cool Season Lawns	\$150.00	\$150.00
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7	AB-0044	1	Each	Pricing for the Green Industry, 3rd Edition	\$80.00	\$80.00
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425 Fawell Blvd.  
Glen Ellyn, IL 60137

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

**PURCHASE ORDER**

359436

Page: 2

Release Method: Hard Copy

Release Date: 07/30/2018

Created Date: 07/30/2018

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
9	AB-0093	1	Each	Flyer - Pollinator Health Education (100 pack)	\$40.00	\$40.00
Deliver To: Brian Clement TEC 1059						
10	AB-0006	1	Each	Business Principles for Landscape Contracting	\$45.00	\$45.00
Deliver To: Brian Clement TEC 1059						
11	AB-0091	1	Each	2017 Employee Compensation Report - Electronic	\$99.00	\$99.00
Deliver To: Brian Clement TEC 1059						
12	AB-0094	1	Each	Flyer - Myths & Misperceptions about Landscapes (100 pack)	\$40.00	\$40.00
Deliver To: Brian Clement TEC 1059						
13	AB-0090	1	Each	2016 Operating Cost Study - Electronic	\$99.00	\$99.00
Deliver To: Brian Clement TEC 1059						
14	AB-0008	1	Each	Guide to Interior Landscape Specifications	\$90.00	\$90.00
Deliver To: Brian Clement TEC 1059						
15		1	Each	Shipping and handling	\$25.46	\$25.46
Deliver To: Brian Clement TEC 1059						
					<b>Sub Total: \$</b>	<b>1,448.46</b>
					<b>Total: \$</b>	<b>1,448.46</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00077-5401002		\$1,448.46

**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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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.

**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

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.

**PURCHASE ORDER**

359436

**Page:** 3**Release Method:** Hard Copy**Release Date:** 07/30/2018**Created Date:** 07/30/2018

# Quotation

National Association of Landscape Professionals  
P.O.Box 822945  
Philadelphia, PA 19182-2945  
(800) 395-2522  
Fax: (703) 322-2066  
www.landscapeprofessionals.org

Quoted To: College of DuPage  
425 Fawell Blvd.  
SRC Building  
Glen Ellyn, IL 60137  
UNITED STATES

Ship To: Brian Clement  
College of DuPage  
425 Fawell Blvd.  
SRC Building  
Glen Ellyn, IL 60137  
United States

Account No.	Purchase Order No.	Quote Date	Quote Number	Terms			
278048		07/19/2018	103914	Net 30 days			
Quantity	Item Code	Description	Unit Price	Extended Price			
1	AB-0049	Safety Tailgate Training Manual - Electronic	75.00	75.00			
1	PB-0001	Principles of Landscape Tree & Shrub Maintenance	195.00	195.00			
1	RB-0003	Turfgrass Problems: Picture Clues & Mgmt. Options	25.00	25.00			
1	SET-0001	Compendium of Turfgrass Diseases, 3rd Ed. book & CD	160.00	160.00			
1	RB-0008	Compendium of Turfgrass Diseases, 3rd Edition (book)					
1	RB-0015	Compendium of Turfgrass Diseases, 3rd Edition (CD)					
1	SET-0071	Set of 7 Business Management Training Manuals	285.00	285.00			
1	AB-0062	Human Resources (AB-0062)					
1	AB-0063	Risk, Law & Contracts (AB-0063)					
1	AB-0064	Strategic Planning (AB-0064)					
1	AB-0065	Corporate Financial (AB-0065)					
1	AB-0066	Leadership & Corporate (AB-0066)					
1	AB-0067	Marketing & Sales (AB-0067)					
1	AB-0068	Exterior Production Operations & Horticulture (AB-0068)					
1	PB-0002	Management of Cool Season Lawns	150.00	150.00			
1	AB-0044	Pricing for the Green Industry, 3rd Edition	80.00	80.00			
1	AB-0092	Flyer - Benefits of Healthy Landscapes (100 pack)	40.00	40.00			
1	AB-0093	Flyer - Pollinator Health Education (100 pack)	40.00	40.00			
1	AB-0006	Business Principles for Landscape Contracting	45.00	45.00			
Line Item Total	Freight	Handling	Other	Tax	Subtotal	Quote Total	



# Quotation

National Association of Landscape Professionals  
P.O.Box 822945  
Philadelphia, PA 19182-2945  
(800) 395-2522  
Fax: (703) 322-2066  
[www.landscapeprofessionals.org](http://www.landscapeprofessionals.org)

Quoted To: College of DuPage  
425 Fawell Blvd.  
SRC Building  
Glen Ellyn, IL 60137  
UNITED STATES

Ship To: Brian Clement  
College of DuPage  
425 Fawell Blvd.  
SRC Building  
Glen Ellyn, IL 60137  
United States

Account No.	Purchase Order No.	Quote Date	Quote Number	Terms
278048		07/19/2018	103914	Net 30 days
Quantity	Item Code	Description	Unit Price	Extended Price
1	AB-0091	2017 Employee Compensation Report - Electronic	99.00	99.00
1	AB-0094	Flyer - Myths & Misperceptions about Landscapes (100 pack)	40.00	40.00
1	AB-0090	2016 Operating Cost Study - Electronic	99.00	99.00
1	AB-0008	Guide to Interior Landscape Specifications	90.00	90.00

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087673

Vendor Name: National Association of Landsc

Invoice Number: P0359436

Invoice Date: 07/30/18

PO Number: P0359436

Check Number: 0237755

Check Amount: \$ 1,448.46

Check Date: 08/07/2018

Department ID: 00077

Reviewer Name:

Voucher Number: V0522129

Redaction Type: None

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

Document Below

-----  
From: townelj@cod.edu  
Sent: Mon Jul 30 15:57:20 CDT 2018  
To: invoicing@cod.edu  
CC: millermo@cod.edu  
Subject: College of DuPage PO 359436 Check Enclosed Request  
-----

Hello,



Please see the attached check enclosed request for PO 359436 for National Association of Landscape.

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 | [townelj@cod.edu](mailto:townelj@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:**

1087673  
National Association of Landscape  
PO Box 822945  
Philadelphia, PA 19182-2945

Attn: Andrea Berberick

Phone: 703-736-9668  
Fax: 703-736-9668



Check  
Enclosed

**PURCHASE ORDER**

359436

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Miller, Brian Clement TEC 1059

**AP VERIFIED**  
**08/01/18 - BETHANY CRUSE**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 668154

Requisitioner Name(s): Monica Miller

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Deliver To: Brian Clement TEC 1059						
3	RB-0003	1	Each	Turfgrass Problems: Picture Clues & Mgmt. Options	\$25.00	\$25.00
Deliver To: Brian Clement TEC 1059						
4	SET-0001	1	Each	Compendium of Turfgrass Diseases, 3rd Ed. book & CD	\$160.00	\$160.00
Deliver To: Brian Clement TEC 1059						
5	SET-0071	1	Each	Set of 7 Business Management Training Manuals	\$285.00	\$285.00
Deliver To: Brian Clement TEC 1059						
6	PB-0002	1	Each	Management of Cool Season Lawns	\$150.00	\$150.00
Deliver To: Brian Clement TEC 1059						
7	AB-0044	1	Each	Pricing for the Green Industry, 3rd Edition	\$80.00	\$80.00
Deliver To: Brian Clement TEC 1059						
8	AB-0092	1	Each	Flyer - Benefits of Healthy Landscapes (100 pack)	\$40.00	\$40.00
Deliver To: Brian Clement TEC 1059						

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					<b>Sub Total: \$</b>	<b>1,448.46</b>
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Account Code Summary						
Account Code	Account Description					Amount
01-10-00077-5401002						\$1,448.46

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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](mailto: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.
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Fax: 630-858-9078

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SRC Building  
Glen Ellyn, IL 60137  
UNITED STATES

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1	AB-0063	Risk, Law & Contracts (AB-0063)					
1	AB-0064	Strategic Planning (AB-0064)					
1	AB-0065	Corporate Financial (AB-0065)					
1	AB-0066	Leadership & Corporate (AB-0066)					
1	AB-0067	Marketing & Sales (AB-0067)					
1	AB-0068	Exterior Production Operations & Horticulture (AB-0068)					
1	PB-0002	Management of Cool Season Lawns			150.00	150.00	
1	AB-0044	Pricing for the Green Industry, 3rd Edition			80.00	80.00	
1	AB-0092	Flyer - Benefits of Healthy Landscapes (100 pack)			40.00	40.00	
1	AB-0093	Flyer - Pollinator Health Education (100 pack)			40.00	40.00	
1	AB-0006	Business Principles for Landscape Contracting			45.00	45.00	
Line Item Total		Freight	Handling	Other	Tax	Subtotal	Quote Total

## Quotation

National Association of Landscape Professionals  
P.O.Box 822945  
Philadelphia, PA 19182-2945  
(800) 395-2522  
Fax: (703) 322-2066  
[www.landscapeprofessionals.org](http://www.landscapeprofessionals.org)

Quoted To: College of DuPage  
425 Fawell Blvd.  
SRC Building  
Glen Ellyn, IL 60137  
UNITED STATES

Ship To: Brian Clement  
College of DuPage  
425 Fawell Blvd.  
SRC Building  
Glen Ellyn, IL 60137  
United States

Account No.		Purchase Order No.		Quote Date	Quote Number		Terms		
278048				07/19/2018	103914		Net 30 days		
Quantity	Item Code		Description					Unit Price	Extended Price
1	AB-0091		2017 Employee Compensation Report - Electronic					99.00	99.00
1	AB-0094		Flyer - Myths & Misperceptions about Landscapes (100 pack)					40.00	40.00
1	AB-0090		2016 Operating Cost Study - Electronic					99.00	99.00
1	AB-0008		Guide to Interior Landscape Specifications					90.00	90.00
Line Item Total		Freight	Handling	Other	Tax	Subtotal		Quote Total	
1,423.00		25.46				1,448.46		1,448.46	