

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085849

Vendor Name: Higher Learning Commission

Invoice Number: B0359240

Invoice Date: 07/19/18

PO Number: B0359240

Check Number: 0237975

Check Amount: \$ 13,467.00

Check Date: 08/15/2018

Department ID: 00781

Reviewer Name:

Voucher Number: V0521537

Redaction Type: None

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

Document Below

From: mcgarryj1755@cod.edu
Sent: Thu Jul 19 16:40:27 CDT 2018
To: invoicing@cod.edu
CC: fryetr@cod.edu
Subject: Check Enclosed Request Blanket Order# 359240

Good Afternoon,

Please process the attached Check Enclosed Request. Thank you.

Respectfully,

John McGarry, Buyer
Purchasing Department
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL. 60137
630-942-2355
Mcgarryj1755@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:

1085849
Higher Learning Commission
230 S. LaSalle St
Ste 7-500
Chicago, IL 60604-1413
Attn: Customer Service

Phone: 123-123-1234
Fax:



Check
Enclosed

**BLANKET
PURCHASE ORDER**

359240

Page: 1

Release Method: Hard Copy

Release Date: 07/19/2018

Created Date: 07/19/2018

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: Tracey Frye, SRC 2135

AP VERIFIED**07/24/18 - BETHANY CRUSE**

PO Created By: McGarry, John

Purchase Order Comments:

Please send payment, invoice and PO to vendor.

Requisition Number(s): 667878

Requisitioner Name(s): Tracey Frye

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|-----------------------------------|-------------|--------|------|--------------------------------------|----------------------|------------------|
| 1 | | 1 | Each | FY18 - FY19 Base Dues | \$4,450.00 | \$4,450.00 |
| Deliver To: Tracey Frye, SRC 2135 | | | | | | |
| 2 | | 14,395 | Each | FY18 - FY 19 FTE Dues | \$0.60 | \$8,637.00 |
| Deliver To: Tracey Frye, SRC 2135 | | | | | | |
| 3 | | 4 | Each | FY18 - FY19 Additional Location Dues | \$95.00 | \$380.00 |
| Deliver To: Tracey Frye, SRC 2135 | | | | | | |
| | | | | | Sub Total: \$ | 13,467.00 |
| | | | | | Total: \$ | 13,467.00 |

Account Code Summary

| Account Code | Account Description | Amount |
|---------------------|---------------------|-------------|
| 01-80-00781-5406002 | | \$13,467.00 |

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.

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

359240

Page: 2

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