

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1345241

Vendor Name: Stewart Talent Management Corp

Invoice Number: 8190

Invoice Date: 06/22/18

PO Number: P0358976

Check Number: 0238165

Check Amount: \$ 1,200.00

Check Date: 08/15/2018

Department ID: 00465

Reviewer Name:

Voucher Number: V0521404

Redaction Type: Other

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

Document Below

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:

1345241
Stewart Talent Management Corporation
400 N Michigan Ave
Ste 700
Chicago, IL 60611
Attn: April Schiek

Phone: 312-942-3124
Fax: 312-943-9000



Check
Enclosed

PURCHASE ORDER

358976

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 07/09/2018

Ship To:

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

Procurement Manager

Phone: 630-942-2338

Fax: 630-942-4177

Deliver To: SSC 3227

AP VERIFIED

07/23/18 - ROBERT MAREK

PO Created By: Cernick, Beth

Purchase Order Comments:

Requisition Number(s): 667681

Requisitioner Name(s): Cynthia Flynn

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	49722-1	1	Each	Session Fee for Haley Joy Bolithon	\$500.00	\$500.00
Deliver To: SSC 3227						
2	49722-2	1	Each	Agency Fee for: Session Fee- \$500 x 20% for Haley Joy Bolithon	\$100.00	\$100.00
Deliver To: SSC 3227						
3	49723-1	1	Each	Session Fee for Nikolas G. Kmiecik	\$500.00	\$500.00
Deliver To: SSC 3227						
4	49723-2	1	Each	Agency Fee for: Session Fee - \$500 x 20% for Nikolas G. Kmiecik	\$100.00	\$100.00
Deliver To: SSC 3227						
					Sub Total: \$	1,200.00
					Total: \$	1,200.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00465-5407001		\$1,200.00

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.

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

358976

Page: 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 07/09/2018

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.

STEWART

T A L E N T

THE WRIGLEY BUILDING • 400 N. MICHIGAN AVE. STE. 700 • CHICAGO, IL 60611
PHONE: 312.843.3131

INVOICE

Attention:

College Of DuPage
Community College District 502
Attn: Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Send Payment to:

Stewart Talent Management Corporation
The Wrigley Building
400 N. Michigan Ave. Suite 700
Chicago, IL 60611

INVOICE NO.	BOOKING NO.	P.O. NO.	DATE	DUE DATE	JOB NAME	CURRENCY
8190	53912, 53911		Jun 22, 2018	Jul 13, 2018	College of DuPage Industrial Non-Union OC 6/2018	US Dollar

NO.	DATE	DESCRIPTION	DUE DATE	AMOUNT
49722-1	06/20/2018	Session Fee for Haley Joy Bolithon	07/13/2018	\$500.00
49722-2	06/20/2018	Agency Fee for: Session Fee - 500.00 x 20% for Haley Joy Bolithon	07/13/2018	\$100.00
49723-1	06/20/2018	Session Fee for Nikolas G. Kmiecik	07/13/2018	\$500.00
49723-2	06/20/2018	Agency Fee for: Session Fee - 500.00 x 20% for Nikolas G. Kmiecik	07/13/2018	\$100.00

Make checks payable to STEWART TALENT MANAGEMENT CORPORATION and reference the invoice number with your payment.

ACH Transactions and Wire Transfer instructions below - For Non Union work only!

ACH Transactions: JP Morgan Chase Bank, N.A., Bank Routing and Transit Number:
Account Name: Stewart Talent Management Corporation.

Wire Transfers: JP Morgan Chase Bank, N.A., Bank Routing and Transit Number:
Account Name: Stewart Talent Management Corporation.

Federal Tax ID is 36-3055915.
Please remit payment in US Dollars

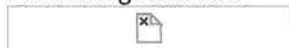
DUE: \$1,200.00

From: cernicke@cod.edu
Sent: Mon Jul 09 13:52:04 CDT 2018
To: invoicing@cod.edu
CC: flynn294@cod.edu
Subject: Check Enclosed Request PO 358976

Hello Invoicing,

Please process the attached Check Enclosed request. Should you have any questions, please contact the person cc'd on this email. Thank you and have a great day!

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