

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089663
Vendor Name: YWCA of Metropolitan Chicago
Invoice Number: 062818 INVOICE
Invoice Date: 06/28/18
PO Number: P0359131
Check Number: 0238221
Check Amount: \$ 1,500.00
Check Date: 08/15/2018
Department ID: 00466
Reviewer Name: None
Voucher Number: V0521518
Redaction Type: None
Document Type: AP Invoice

Document Below

From: navai278@cod.edu
Sent: Tue Jul 17 15:55:30 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Reference PO 359131 with Invoice for Services on 07.17.2018

Good afternoon,

Please reference PO 359131 for \$1500 to Invoice for Services of 07.17.2018. Copy of attendees has been attached, as well.

Regards,

ileana

Ileana Nava

Administrative Assistant

Dean of Students' Office

College of DuPage

425 Fawell Blvd. | SSC 3232 | Glen Ellyn, IL 60137

Phone: 630.942.2485 | navai278@cod.edu

Summer Hours: College of DuPage will be closed every Friday beginning June 4 through August 10, 2018; Regular work week hours resume the week of August 13, 2018.



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07/31/18 - SUSAN JERAK

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:

1089663
YWCA of Metropolitan Chicago
1 N. Lasalle Street, Ste 115
Chicago, IL 60602

Attn: Laura Sailer

Phone: 312-762-2721
Fax:

PURCHASE ORDER

359131

Page: 1

Release Method: Hard Copy

Release Date: 07/17/2018

Created Date: 07/17/2018

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: Susan Jerak, SSC 3232

PO Created By: Towne, Jordan

Purchase Order Comments:

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Requisition Number(s): 667898

Requisitioner Name(s): Ileana Nava

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	4 Hour Training	1	Each	July 17, 2018 Victim Advocate Training	\$1,500.00	\$1,500.00
Deliver To: Susan Jerak, SSC 3232						
2		1	Each	Year 2 Training - Preventing Sexual Violence In Higher Education Compliance	\$0.00	\$0.00
Deliver To: Susan Jerak, SSC 3232						
3		1	Each	Invoice of 06.28.2018	\$0.00	\$0.00
Deliver To: Susan Jerak, SSC 3232						
					Sub Total: \$	1,500.00
					Total: \$	1,500.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00466-5302001		\$1,500.00

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.

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

359131

Page: 2**Release Method:** Hard Copy**Release Date:** 07/17/2018**Created Date:** 07/17/2018

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.

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Training Sign-in Sheet

Date: July 17, 2018
Topic: Title IX & Higher Education
Site: College of DuPage

	NAME (Print)	Time In	Time Out
1	Susan Jerak	8:30 Am	1:05
2	JEROLD MUNOZ	8:48 AM	1:05 PM
3	PATRICK NELSON	8:48 AM	1:05 P.M.
4	Tom Ross	8:48 AM	1:05 PM
5	Scott Brady	8:50 Am	1:05 pm
6	Rochelle Favale	9:00	1:05
7	Sheryl Ebersold	9:00	1:00
8	Sarah Jimenez	9:00	1:00
9	Erin Carrillo	9:00	1:05
10	Kristina Leagus	8:50	1:00
11	Pierre H. Michaels	9:00	1:00
12	Melissa Schertz	9:00	1:00
13	Alex Farooq	8:50	1:00
14	Mrs. Pgyarb	8:58	1:00
15	CHUCK BOONE	9:00	1:00
16	Dennis Emano	9	1:00
17	Justin Horchew	9	1:00
18	Imanir Suh	9	1:00

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	NAME (Print)	Time In	Time Out
19	Nathanael Montes	9:02	9:00
20	Javier Benlucud	9:02	10:00
21	SEE MILLER	9:02	10:00
22	Silvia D'Amico	9:02	1:00
23	KENT MONSTERMAN	9:02	13:00
24	Debra Gurney	9:02	1:00
25	NATHAN, JIM	9:02	1:00 PM
26	Helen O'Shea	9:06	1 PM
27	Daniel McCullum	9:15	1:00
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