

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085849

Vendor Name: Higher Learning Commission

Invoice Number: E19365

Invoice Date: 07/31/18

PO Number: P0359686

Check Number: 0238284

Check Amount: \$ 325.00

Check Date: 08/16/2018

Department ID: 00817

Reviewer Name:

Voucher Number: V0523184

Redaction Type: None

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

Document Below

From: cosent@cod.edu
Sent: Tue Aug 14 08:36:42 CDT 2018
To: invoicing@cod.edu
CC:
Subject: HLC Invoice attached

Hi,
Please see attached invoice from the HLC.
Kathy

Kathy Cosentino
Office of Research and Analytics
Office of Planning and Institutional Effectiveness
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

630-942-2903
Request Ticket Submission – Office of Research & Analytics



HIGHER
LEARNING
COMMISSION

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Ph: 312.263.0456 | Fax: 312.263.7462

PO#359686

INVOICE

Invoice Date: 7/31/2018

Invoice Number: E19365

College of DuPage
Dr. Ann E. Rondeau,
President
425 Fawell Blvd.
Glen Ellyn IL 60137

APPROVED
08/15/18 - JAMES KOSTECKI

Your Account Number: A1084

Customer PO:

Quantity	Description	Price	Total
1	Interim Reports	\$325.00	\$325.00

INVOICE REVIEWED

OKAY TO PAY

KATHY COSENTINO 08/15/18

RECEIVED

AUG - 9 2018

OFFICE OF THE PRESIDENT

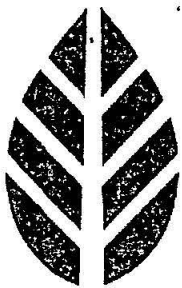
PAYMENTS:

\$0.00

TOTAL DUE:

\$325.00

Payment due upon receipt of invoice
Contact us at finance@hlcommission.org



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LEARNING
COMMISSION

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Your Account Number: A1084

Customer PO:

Quantity	Description	Price	Total
1	Interim Reports	\$325.00	\$325.00

Manual check

X Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

8-16-2018

RECEIVED
AUG - 9 2018
OFFICE OF THE PRESIDENT

TOTAL INVOICE: \$325.00

PAYMENTS: \$0.00

TOTAL DUE: \$325.00

Payment due upon receipt of invoice
Contact us at finance@hlcommission.org

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:

PURCHASE ORDER

359686

Page: 1

Release Method: Hard Copy

Release Date: 08/14/2018

Created Date: 08/14/2018

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: Cosentino, Kathy

PO Created By: Cernick, Beth

Purchase Order Comments:

Requisition Number(s): 668540

Requisitioner Name(s): Kathy Cosentino

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Interim Reports	\$325.00	\$325.00
Deliver To: Cosentino, Kathy						

Sub Total: \$ 325.00

Total: \$ 325.00

Account Code Summary

Account Code	Account Description	Amount
01-90-00817-5302001		\$325.00

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.
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.

Humphrey, Vera

From: Cosentino, Kathy
Sent: Wednesday, August 15, 2018 10:52 AM
To: Humphrey, Vera
Subject: Request for special check
Attachments: HLC Interim report inv rcvd 8_9_2018.pdf

Hi Vera,

This invoice from the HLC arrived too late to make this month's check run. HLC does not do ACH with us. I spoke to Jim about it and we asking that Brian approve to have a special check cut to pay this as soon as we can so we do not risk getting a late payment notice from them.

Kathy

Kathy Cosentino
Office of Research and Analytics
Office of Planning and Institutional Effectiveness
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Manual Check

630-942-2903

Request Ticket Submission – Office of Research & Analytics