

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1409634  
Vendor Name: Chicago Area Faculty Developme  
Invoice Number: 072018  
Invoice Date: 07/20/18  
PO Number: P0359491  
Check Number: E0068628  
Check Amount: \$ 150.00  
Check Date: 08/08/2018  
Department ID: 00393  
Reviewer Name:  
Voucher Number: V0522317  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: mcgowanp295@cod.edu  
Sent: Wed Aug 01 16:15:38 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: CAFDN (1409634) Invoice \$150.00  
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Hello!

Please review the attached invoice for processing.

Invoice Summary		Notes
Vendor Number	1409634	
Vendor Name	Chicago Area Faculty Development Network	
Invoice Number	N/A	
PO/BO Number	PO 359491	
Invoice Amount	\$150.00	Account 01-10-00393-5406002
Blanket Order Remainder	N/A	
Other		

Please contact me with your questions, concerns, and/or requests for additional support documentation.

Thanks!

**Pamela McGowan**  
**Teaching and Learning Specialist**  
*The Teaching and Learning Center*

**College of DuPage**  
(630) 942-2637 | mcgowanp295@cod.edu  
425 Fawell Blvd. | SRC 1107 | Glen Ellyn, IL 60137  
Visit our website for more information

[Click here](#) for more information about August Convocation days, August 15-17, 2018.





**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:**

1409634  
Chicago Area Faculty Development Network  
C/O Dan Miller  
7725 S. Harlem Ave.  
Bridgeview, IL 60455  
Attn: Dan Miller

Phone: 708-237-5060 x2616  
Fax:

**PURCHASE ORDER**

359491

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 08/01/2018

**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:** McGowan, Pamela**PO Created By:** Cernick, Beth**Purchase Order Comments:****Requisition Number(s):** 668336**Requisitioner Name(s):** Pamela McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	CAFDN Annual Membership	\$150.00	\$150.00

**Deliver To:** McGowan, Pamela**Sub Total: \$** 150.00**Total: \$** 150.00**Account Code Summary**

Account Code	Account Description	Amount
01-10-00393-5406002		\$150.00

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

# Chicago Area Faculty Development Network



## Membership Invoice

Date: 7/20/2018

Approved   
Mia Igyarto

Payment Enclosed

Check#

**AP VERIFIED**  
**08/02/18 - MARIA ZERRUDO**

### Description

Qty Rate Amount

CAFDN Membership Fee for:

College of DuPage

1 Yr.

\$150.00

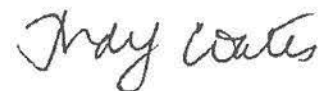
Attn: Judy Coates

CAFDN Membership Fee for 8/1/18-7/31/19

Total: \$150.00

Please make checks payable to "CAFDN"

Mail Payment to: CAFDN c/o Michael Sukowski  
4735 N. Malden Street #B7  
Chicago, IL 60640



01-10-00393-5406002

CAFDN is a consortium of colleges and universities dedicated to improving teaching.

<https://cafdn.us>

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## McGowan, Pamela

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**From:** Coates, Judith  
**Sent:** Monday, July 30, 2018 7:57 AM  
**To:** McGowan, Pamela  
**Subject:** Invoice for processing - CAFDN  
**Attachments:** CAFDN\_CoD Inv 2018-1.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Committees, Accounting

### Judy Coates

e: [coatesj73@cod.edu](mailto:coatesj73@cod.edu) p: 630/942-3359  
TLC phone: 630/942-3805

**From:** Michael Sukowski <michaelsukowski@gmail.com>  
**Sent:** Friday, July 20, 2018 11:43 AM  
**To:** Coates, Judith <coatesj73@cod.edu>  
**Subject:** Chicago Area Faculty Development Network

The Chicago Area Faculty Development Network (CAFDN) is a non-profit consortium of colleges and universities dedicated to promoting the improvement of college teaching by providing a convenient and affordable way for professionals to exchange information and best practices in the field.

CAFDN has been in existence since 1996. Our membership includes faculty development professionals and faculty from all types of schools throughout our area, covering the full range from community colleges to research universities. We have found it most helpful to learn from each other not despite, but because of the institutional diversity. The diverse requirements of our home campuses have allowed us to look at issues from new perspectives and develop a profound sense of collegiality.

Over the years we have debated every important topic that faculty and institutions of higher learning are facing: From effective grading practices to interdisciplinary teaching, from active learning to the role of part-time instructors, and from faculty evaluation to learning communities.

Attached please find an institutional membership invoice.

Thank you,

Michael Sukowski  
CAFDN Treasurer

# **Mike**

Michael Sukowski  
mjs-interactivearts2  
4735 N. Malden Street #B7  
Chicago, IL 60640  
<http://mjsinteractivearts2.godaddysites.com>  
1-872-806-2046