

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188291

Vendor Name: NJCAA-Online Membership

Invoice Number: P0359599

Invoice Date: 08/07/18

PO Number:

Check Number: E0068746

Check Amount: \$ 3,370.00

Check Date: 08/15/2018

Department ID: 12031

Reviewer Name:

Voucher Number: V0522855

Redaction Type: None

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

Document Below

From: townej@cod.edu
Sent: Tue Aug 07 13:37:49 CDT 2018
To: invoicing@cod.edu
CC: clined@cod.edu
Subject: College of DuPage PO 359599 Check Enclosed Request

Hello,



Please see the attached check enclosed request for PO 359599 for NJCAA Online membership.

Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

-  [Click Here for current bids/Rfps!](#)
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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:

1188291
NJCAA-Online Membership
1631 Mesa Ave.
Ste B
Colorado Springs, CO 80906
Attn: Customer Service

Phone: 123-123-1234
Fax:



Check
Enclosed

PURCHASE ORDER

359599

Page: 1

Release Method: Hard Copy

Release Date: 08/07/2018

Created Date: 08/07/2018

Ship To:

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

Purchasing, Manager

Phone: 630-942-2228

Fax: 630-942-9417

Deliver To: Cline, Danielle

AP VERIFIED

08/14/18 - BETHANY CRUSE

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 668395

Requisitioner Name(s): Danielle Cline

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Baseball Membership	\$120.00	\$120.00
	Deliver To: Cline, Danielle					
2		1	Each	Men's Basketball Membership	\$88.00	\$88.00
	Deliver To: Cline, Danielle					
3		1	Each	Women's Basketball Membership	\$100.00	\$100.00
	Deliver To: Cline, Danielle					
4		1	Each	Men's Cross Country Membership	\$60.00	\$60.00
	Deliver To: Cline, Danielle					
5		1	Each	Women's Cross Country Membership	\$60.00	\$60.00
	Deliver To: Cline, Danielle					
6		1	Each	Football Membership	\$70.00	\$70.00
	Deliver To: Cline, Danielle					
7		1	Each	Golf Membership	\$45.00	\$45.00
	Deliver To: Cline, Danielle					
8		1	Each	Men's Indoor Track and Field Membership	\$0.00	\$0.00
	Deliver To: Cline, Danielle					
9		1	Each	Women's Indoor Track and Field Membership	\$0.00	\$0.00
	Deliver To: Cline, Danielle					

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

359599

Page: 2

Release Method: Hard Copy

Release Date: 08/07/2018

Created Date: 08/07/2018

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
10		1	Each	Men's Soccer Membership	\$30.00	\$30.00
Deliver To: Cline, Danielle						
11		1	Each	Women's Soccer Membership	\$75.00	\$75.00
Deliver To: Cline, Danielle						
12		1	Each	Softball Membership	\$75.00	\$75.00
Deliver To: Cline, Danielle						
13		1	Each	Men's Tennis Membership	\$30.00	\$30.00
Deliver To: Cline, Danielle						
14		1	Each	Women's Tennis Membership	\$30.00	\$30.00
Deliver To: Cline, Danielle						
15		1	Each	Men's Outdoor Track and Field	\$140.00	\$140.00
Deliver To: Cline, Danielle						
16		1	Each	Women's Outdoor Track and Field	\$140.00	\$140.00
Deliver To: Cline, Danielle						
17		1	Each	Drug Free Sport	\$50.00	\$50.00
Deliver To: Cline, Danielle						
18		1	Each	Dues 4500+ FTE students	\$2,257.00	\$2,257.00
Deliver To: Cline, Danielle						
					Sub Total: \$	3,370.00
					Total: \$	3,370.00

Account Code Summary

Account Code	Account Description	Amount
01-30-12031-5406002		\$3,370.00

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 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. 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.

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

359599

Page: 3**Release Method:** Hard Copy**Release Date:** 08/07/2018**Created Date:** 08/07/2018

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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0 item(s) - \$0.00

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Order Information

Order Details

Order ID: #158

Date Added: 07/10/2018

Payment Method: Check / Money Order

Address

425 Fawell Blvd.
Glen Ellyn, Illinois 60137
United States

Product Name	Price	Total
Dues 4500+ FTE Students	\$2,257.00	\$2,257.00
Baseball		
- Coaches Association Membership (Optional): Baseball - All Div.	\$120.00	\$120.00
- Division: Division III		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
Basketball		
- Coaches Association Membership (Optional): Basketball - Men's -	\$88.00	\$88.00
- Division: Division III		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Mens		
Basketball		
- Coaches Association Membership (Optional): Basketball - Women's -	\$100.00	\$100.00
- Division: Division III		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Womens		
Cross Country		
- Coaches Association Membership (Optional): Cross Country - All	\$60.00	\$60.00
- Division: Division I		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Mens		
Cross Country		
- Coaches Association Membership (Optional): Cross Country - All	\$60.00	\$60.00
- Division: Division I		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Womens		
Football		
- Coaches Association Membership (Optional): Football	\$70.00	\$70.00
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
Golf		
- Coaches Association Membership (Optional): Golf - Men's Div. II	\$45.00	\$45.00
- Division: Men's Div. III		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
Indoor Track & Field		
- Coaches Association Membership (Optional): Mens Indoor Track & F	\$0.00	\$0.00
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Mens		
Indoor Track & Field		
- Coaches Association Membership (Optional): Womens Indoor Track	\$0.00	\$0.00
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Womens		
Soccer		
- Coaches Association Membership (Optional): Soccer - Men's Div. I	\$30.00	\$30.00
- Division: Division I		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Mens		
Drug Free Sport: Yes	\$50.00	
Sub-Total:		\$3,320.00
Total:		\$3,370.00

Product Name	Price	Total
Soccer	\$75.00	\$75.00
- Coaches Association Membership (Optional): Soccer - Women's Div..		
- Division: Division III		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Womens		
Softball	\$75.00	\$75.00
- Coaches Association Membership (Optional): Softball - All Div.		
- Division: Division III		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
Tennis	\$30.00	\$30.00
- Coaches Association Membership (Optional): Tennis - All Div.		
- Division: Division III		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Mens		
Tennis	\$30.00	\$30.00
- Coaches Association Membership (Optional): Tennis - All Div.		
- Division: Division III		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Womens		
Outdoor Track & Field	\$140.00	\$140.00
- Coaches Association Membership (Optional): Track & Field - ..		
- Division: Division I		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Mens		
Outdoor Track & Field	\$140.00	\$140.00
- Coaches Association Membership (Optional): Track & Field - ..		
- Division: Division I		
- Do You Intend to Field a Junior Varsity Program For This Sport in Addition to a Varsity Program?: No		
- Gender: Womens		
Drug Free Sport: Yes	\$50.00	
Sub-Total:		\$3,320.00
Total:		\$3,370.00

Order History

Date Added	Status	Comment
		Make Payable To: NJCAA
07/10/2018	Processing	Send To: National Junior College Athletic Association 1631 Mesa Ave Ste. B Colorado Springs, CO 80906
		Your order will not be approved until payment is received.

Continue

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