

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086791

Vendor Name: JCCC/NACEP

Invoice Number: P0360696

Invoice Date: 10/09/18

PO Number: P0360696

Check Number: 0241640

Check Amount: \$ 2,725.00

Check Date: 10/17/2018

Department ID: 02637

Reviewer Name:

Voucher Number: V0533957

Redaction Type: None

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

Document Below

-----  
From: townej@cod.edu  
Sent: Tue Oct 09 17:02:20 CDT 2018  
To: invoicing@cod.edu  
CC: swonk@cod.edu  
Subject: College of DuPage PO 360696 Check Enclosed Request  
-----

Hello,



Please see the attached check enclosed request for PO 360696 for JCCC/NACEP.

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](mailto:townej@cod.edu)

-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)

**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



Check  
Enclosed

**PURCHASE ORDER**

360696

Page: 1

Release Method: Hard Copy

Release Date: 10/09/2018

Created Date: 10/09/2018

**\* Confirming Purchase Order \*****Vendor:**

1086791  
JCCC/NACEP  
PO Box 578  
Chapel Hill, NC 27514

Attn: Tanesha Langhorne

Phone: 919-593-5205  
Fax:

**Ship To:**

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

Purchasing, Manager

Phone: 630-942-2238  
Fax: 630-942-2247

Deliver To: Lisa Haegele

**AP VERIFIED****10/15/18 - BETHANY CRUSE**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 669513

Requisitioner Name(s): Katrina Holman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Perkins Grant - Lisa Haegele 2018 NACEP Registration Fee	\$545.00	\$545.00
Deliver To: Lisa Haegele						
2		1	Each	Lisa Saltiel 2018 NACEP Registration Fee	\$545.00	\$545.00
Deliver To: Lisa Haegele						
3		1	Each	Kirk Overstreet 2018 NACEP Registration Fee	\$545.00	\$545.00
Deliver To: Lisa Haegele						
4		1	Each	Casey Emerich 2018 NACEP Registration Fee	\$545.00	\$545.00
Deliver To: Lisa Haegele						
					<b>Sub Total: \$</b>	<b>2,180.00</b>
					<b>Total: \$</b>	<b>2,180.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
06-10-02637-5509001		\$2,180.00

**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 [acctpay@cod.edu](mailto: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](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.

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425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**PURCHASE ORDER**

360696

**Page:** 2**Release Method:** Hard Copy**Release Date:** 10/09/2018**Created Date:** 10/09/2018**\* Confirming Purchase Order \***

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.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086791

Vendor Name: JCCC/NACEP

Invoice Number: P0360718

Invoice Date: 10/10/18

PO Number: P0360718

Check Number: 0241640

Check Amount: \$ 2,725.00

Check Date: 10/17/2018

Department ID: 00443

Reviewer Name:

Voucher Number: V0534064

Redaction Type: None

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

Document Below

-----  
From: townej@cod.edu  
Sent: Wed Oct 10 10:21:47 CDT 2018  
To: invoicing@cod.edu  
CC: swonk@cod.edu  
Subject: College of DuPage PO 360718 Check Enclosed Request  
-----

Hello,



Please see the attached PO 360718 check enclosed request for JCCC/NACEP.

Thank you,

*Jordan Towne*  
*Purchasing Expeditor*



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T: ( 630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

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 [COD: Check out our Team Site!](#)

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Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078



Check  
Enclosed

**PURCHASE ORDER**

360718

Page: 1

Release Method: Hard Copy

Release Date: 10/10/2018

Created Date: 10/10/2018

**\* Confirming Purchase Order \*****Vendor:**

1086791  
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PO Box 578  
Chapel Hill, NC 27514

Attn: Tanesha Langhorne

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425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2217  
Deliver To: Lisa Haegle

**AP VERIFIED**  
**10/15/18 - BETHANY CRUSE**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

NACEP Registration for Edith Jaco

Requisition Number(s): 669679

Requisitioner Name(s): Katrina Holman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	NACEP Conference Registration for Edith Jaco	\$545.00	\$545.00
Deliver To: Lisa Haegle						
Sub Total: \$						545.00
Total: \$						545.00

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00443-5501001		\$545.00

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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.
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