

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1524767

Vendor Name: Tribune Publishing Company, LL

Invoice Number: 5885450

Invoice Date: 09/19/18

PO Number: P0360396

Check Number: 0241762

Check Amount: \$ 995.00

Check Date: 10/17/2018

Department ID: 00797

Reviewer Name:

Voucher Number: V0529260

Redaction Type: None

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

Document Below

**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**

360396

Page: 1

Release Method: Hard Copy

Release Date: 09/24/2018

Created Date: 09/24/2018

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

1524767  
Tribune Publishing Company, LLC.  
435 N. Michigan Ave.  
Chicago, IL 60611

Attn: Gera

Phone: 773-904-8342

Fax:

**Ship To:**

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2244

Deliver To: Duval, DeAnna

**AP VERIFIED****10/02/18 - ROBERT MAREK**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 669317

Requisitioner Name(s): DeAnna Duval

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	Bronze Level	1	Each	October 2018 Job Fair	\$995.00	\$995.00
Deliver To: Duval, DeAnna						
Sub Total: \$						995.00
Total: \$						995.00

**Account Code Summary**

Account Code	Account Description	Amount
01-80-00797-5504001		\$995.00

**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.
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

Insertion	Run Date	BU	Product Name	Ad Type	Section Name	Zone Name	Ad Size	Page Type	Version	Rate	Billed Qty	Print Qty	Tax	Agency Comm	Charges	Price	Net Price	Insertion Price
01-00	Thu 10/11/18	CTC	Chicago Tribune	Event	Career Fair					\$200.00		0	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$200.00
02-00	Thu 10/11/18	CTC	Chicago Tribune.com	Dot.com	Chicago Tribune.com		Web Ad			\$395.00		0	\$0.00	\$0.00	\$0.00	\$395.00	\$395.00	\$395.00
03-00	Thu 10/11/18	CTC	Chicago Tribune	Block	Business	Full Run	Full Page (6 x 21)			\$0.00		0	\$0.00	\$0.00	\$0.00	\$289.00	\$289.00	\$289.00
04-00	Thu 10/11/18	CTC	recruitology.com	Dot.com	MaxCB					\$111.00		0	\$0.00	\$0.00	\$0.00	\$111.00	\$111.00	\$111.00
Total:																	\$995.00	

**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**

360396

**Page:** 2

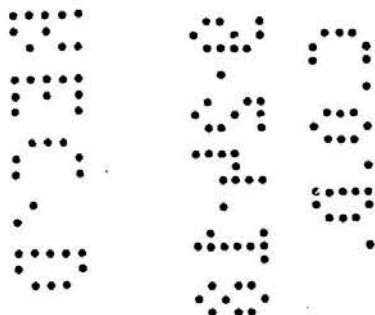
**Release Method:** Hard Copy

**Release Date:** 09/24/2018

**Created Date:** 09/24/2018

**\* Confirming Purchase Order \***

payroll records for all workers and sub-contractors utilized for the project.



## Duval, DeAnna

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**From:** Towne, Jordan  
**Sent:** Monday, September 24, 2018 9:16 AM  
**To:** Invoicing  
**Cc:** Duval, DeAnna  
**Subject:** College of DuPage PO 360396 Check Enclosed Request  
**Attachments:** 2769747.pdf

Hello,

Please see the attached check enclosed request for PO 360396 for Tribune Publishing.

Thank you,

*Jordan Towne*  
*Purchasing Expeditor*

 **College of DuPage**

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!](#)

## CONTRACT APPROVAL COVER SHEET

Contract Name: Chicago Tribune Career Fair - Catalyst Group

Requesting Department: Human Resources Date Initiated: 09/19/2018

Contact Name: Michelle Olson Rzeminski / DeAnna Duval Phone: 630-942-4529 / x2639

Email Address: olsonrzeminskim@cod.edu

Vendor Name: Chicago Tribune - Catalyst Group Phone: 312-222-2039

Vendor Contact: Irays Munoz Email: imunoz@tronc.com

Total Contract: \$ 995.00 Contract Dates: Start: 10/11/2018

FY Budget \$ 8,500.00 End: 10/11/2018

Vendor 1: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Vendor 2: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Vendor 3: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Contract Purpose: Attend a Job Fair 2018.

Contract Type: ☐ Independent Contractor ☐ Service Agreement ☐ Lease  
☐ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

*I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.*

Print

Requester: DeAnna Duval

Budget Mgr.: Mia Igyarto

Dept. Adm.: Mia Igyarto

Sign

*(Handwritten signatures of DeAnna Duval, Mia Igyarto, and another person)*

Submit to Purchasing in Berg Instructional Center (BIC), Room 1540 or email to [purchasing@cod.edu](mailto:purchasing@cod.edu).

Purchasing Dept. Use Only

Comments \_\_\_\_\_

Approval Initials \_\_\_\_\_

**REVIEWED**

By E. Roberts at 3:03 pm, Sep 19, 2018

## CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature.

Submit the contract, along with this form and all required support documents as outlined below, to Purchasing in the Berg Instructional Center (BIC), Room 1540 or via email at [purchasing@cod.edu](mailto:purchasing@cod.edu). Purchasing will review all documents, and, if appropriate, will forward to the Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation:

- ☒ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
- ☐ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes.
- ☐ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
- ☐ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.
- ☐ 6. If vendor will be providing a service on campus a Certificate of Insurance is required. For additional information contact Risk Manager.

Upon signature, the original contract will be returned to the requester. It is the responsibility of the requester to forward all fully executed contracts/agreements, no matter the dollar amount, to the Purchasing Department by emailing to [purchasingforms@cod.edu](mailto:purchasingforms@cod.edu) for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to [purchasingforms@cod.edu](mailto:purchasingforms@cod.edu).

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

# Chicago Tribune careerfair

In partnership with Catalyst Career Group

**Thursday, October 11, 2018**

**10:00 a.m. – 1:00 p.m.**

**Carlisle Banquets**

**435 East Butterfield Road, Lombard, IL 60148**

**Capture the attention of a broad range of prospects** – With the power to reach over one million weekly print and digital readers, the Chicago Tribune's event exposure will attract a wide variety of talent to meet all your recruitment needs.

## **Bronze Package**

**Your Investment: \$1,095**

**\$995 through Friday, September 7**

- Booth at event
- Listing in ad – Sunday, October 7
- Listing in ad the day of the event
- 30-day CareerBuilder + MaxRecruit job posting
- Listing on digital events page
- ChicagoTribune.com
  - Promoted digital branding with logo – 50,000 impressions
- Continental breakfast provided

**Reservation Deadline: Thursday, October 4**

**Chicago Tribune**



tribune publishing  
recruitment services

**CC CATALYST**  
CAREER GROUP

Thursday, October 11, 2018  
10:00 a.m. - 1:00 p.m.  
Carlisle Banquets  
435 East Butterfield Road  
Lombard, IL 60148

# Chicago Tribune careerfair

In partnership with Catalyst Career Group

**Bronze Package: \$1,095 \$995 through Friday, September 7**

## Client Information

Company Name

College of DuPage

Please Print or Type in Ink. Do Not Use Ballpoint Pens. Do Not Use Correction Fluid.

Address

425 Fawell Blvd SE 2134

City

Glen Ellyn

State

IL

Phone

630-942-2460

Fax

630 942 4027

Zip

60137

Contact

Dan Jacobson

Email

humanresources@cod.edu

Website

cod.edu

## Billing Information

Billing Company Name

Address

City

State

Phone

Fax

Zip

Contact

Michelle Olson Rzeminski

Email

## Registration Information

Names of Attendees

1. Dan Jacobson

2. Maria Danan

## Positions for Hire (Limit 5)

☐

Internet Access  
Needed

☐

Electricity Needed  
(\$50 Charge)

**ADVERTISERS MUST AGREE TO HAVE A RESERVATION TO THE CHICAGO TRIBUNE NO LATER THAN THURSDAY, OCTOBER 4.**

**CANCELLATION:** The reservation may be cancelled at any time up to 21 days prior to the event. Cancellation must be in writing. If you choose this option, you will be responsible for 50% of total invoiced amount, which may be used toward future advertising. Failure to attend or give 21 days notice commits exhibitor to full payment without credit. No cash refunds. The Chicago Tribune reserves the right to change event date due to the scheduling conflicts, extreme weather or acts of God. A date will be confirmed 30 days prior to event.

**Authorization:** We fully understand that this form shall become a binding contract upon receipt by the Chicago Tribune. We have read and accept the terms and conditions set forth within.

Authorized Signature

Brian W. Caputo

Date

9/20/18

Print Name

Brian W. Caputo, Ph.D., C.P.A.

Title:

Vice President/CFO

Administrative Affairs

Chicago Tribune



tribune publishing  
recruitment services

**CATALYST**  
CAREER GROUP

## Humphrey, Vera

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**From:** Roberts, Ellen  
**Sent:** Wednesday, September 19, 2018 3:05 PM  
**To:** Humphrey, Vera  
**Cc:** Duval, DeAnna  
**Subject:** FW: Chicago Tribune - Catalyst Group Contract  
**Attachments:** Chicago Tribune Catalyst Group Career Fair HR MO 9.19.18.pdf

Good afternoon, Vera –

The attached is ready for Brian's review and, if appropriate, signature.

Thank you,

*Ellen*

Ellen M. Roberts  
Director, Business Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
630-942-2233  
roberts@cod.edu


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**From:** Cernick, Elizabeth  
**Sent:** Wednesday, September 19, 2018 1:47 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Cc:** Duval, DeAnna <duvald@cod.edu>  
**Subject:** Chicago Tribune - Catalyst Group Contract

Hello Ellen,

Enclosed contract for your review.

Kindly,  
Beth Cernick  
Purchasing Assistant

 **College of DuPage**  
425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2813 | F: (630) 942.4201 | [cernicke@cod.edu](mailto:cernicke@cod.edu)