

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1557471  
Vendor Name: Association for Student Conduc  
Invoice Number: PO359751  
Invoice Date: 08/17/18  
PO Number: P0359751  
Check Number: E0069632  
Check Amount: \$ 107.00  
Check Date: 10/10/2018  
Department ID: 00466  
Reviewer Name: None  
Voucher Number: V0523724  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: navai278@cod.edu  
Sent: Tue Aug 21 15:55:57 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: Reflect Invoice with PO  
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**APPROVED**  
**10/08/18 - SUSAN JERAK**

Hello,

Please reflect Invoice with PO for \$107.00 so that check can go out to pay for the dues owed.

*ileana*

Ileana Nava  
Administrative Assistant  
Dean of Students' Office  
College of DuPage  
425 Fawell Blvd. | SSC 3232 | Glen Ellyn, IL 60137  
Phone: 630.942.2485 | navai278@cod.edu



**From:** [Nava, Ileana](#)  
**To:** [Nava, Ileana](#)  
**Subject:** FW: Member Pending Invoice  
**Date:** Monday, August 5, 2018 9:17:00 AM

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**From:** noreply@membershipsoftware.org <noreply@membershipsoftware.org> **On Behalf Of** asca@tamu.edu

**Sent:** Wednesday, August 1, 2018 1:56 PM

**To:** Jerak, Susan <jeraks@cod.edu>

**Subject:** Member Pending Invoice



Thank you for your purchase. According to our records, you have selected to be invoiced. To make a payment via credit card, you may access the invoice for payment by logging into your ASCA account and selecting the "My Invoices" tab from the column on the left. To pay by check, please mail it to: ASCA Office, PO Box 2237, College Station, TX 77841. We ask that you please submit a copy of the invoice with your check.

If you need assistance, please contact us via email at [asca@tamu.edu](mailto:asca@tamu.edu) or via telephone at 979-845-5262.

We appreciate your business.

Sincerely,

The ASCA Central Office Staff



## INVOICE

Thursday, March 30,  
2017

Invoice No: 5321

Member ID: 6199

Contact ID: 7681

**Bill To:**

—College of  
DuPage  
Attn:  
Susan Jerak  
425 Fawell Blvd.  
SSC 3200  
Glen Ellyn, IL  
60137

**Remit Payment To:**

**ASCA**

P.O. BOX 2237

College Station, TX 77841-  
2237

	UNIT		
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DESCRIPTION	PRICE	QTY	AMOUNT
<b>Membership Renewal</b> Member Type: Professional Membership Through 2/27/2019, Member Renew Date: 3/30/2017	\$107.00	1	\$107.00
<b>TERMS: Due Upon Receipt</b>			
		<b>Subtotal</b>	\$107.00
		<b>Sales Tax</b>	\$0.00
		<b>Prior Payments</b>	\$0.00
		<b>TOTAL DUE</b>	\$107.00

**Notes:**

Member Type: Professional Membership  
 Membership Expiration Date: 2/27/2019  
 Membership Cost: \$107.00

OTHER OUTSTANDING INVOICES		
Invoice Number	Outstanding Balance	Due Date
5279	\$105.00	3/6/2017

**Make checks payable to: Association for Student Conduct Administration**  
**Thank you for being part of our association!**

**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:**

1557471  
Association for Student Conduct Admin  
PO Box 2237  
College Station, TX 77841

Attn: Jennifer Waller

Phone: 979-777-4608

Fax:

**PURCHASE ORDER**

359751

Page: 1

Release Method: Hard Copy

Release Date: 08/17/2018

Created Date: 08/17/2018

**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: Susan Jerak, SSC 3232

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 668622

Requisitioner Name(s): Ileana Nava

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Professional Membership through 02.27.2019	\$107.00	\$107.00
Deliver To: Susan Jerak, SSC 3232						
2		1	Each	Member ID 6199	\$0.00	\$0.00
Deliver To: Susan Jerak, SSC 3232						
Sub Total: \$						107.00
Total: \$						107.00

**Account Code Summary**

Account Code	Account Description	Amount
01-30-00466-5406002		\$107.00

**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

**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  
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.

**PURCHASE ORDER**

359751

**Page:** 2**Release Method:** Hard Copy**Release Date:** 08/17/2018**Created Date:** 08/17/2018