

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1563561

Vendor Name: Keith R. Barnes

Invoice Number: B0361076

Invoice Date:

PO Number: B0361076

Check Number: 0244158

Check Amount: \$ 4,050.00

Check Date: 11/01/2018

Department ID: 00446

Reviewer Name:

Voucher Number: V0540923

Redaction Type: None

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

Document Below

1563561

11/01/2018

0244158

B0361076

V0540923

Inclusive Excellence

0130004465309001

4,050.00

[Redacted]

[Redacted]

[Redacted]

[Handwritten Signature]

4,050.00

0244158

PAY ONLY FOUR THOUSAND FIFTY AND 00/100 DOLLARS

11/01/2018

\$*****4,050.00

Keith R. Barnes
8686 Quinn Pt.
Colorado Springs CO 80924

V540923

College of DuPage - Accounts Payable
Check Request Form
revised 12/18/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 10/31/2018
Vendor ID: 1563561

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
N/A		01	30	00446	5309001	Other Contractual Services Exp	\$ 4,050.00
Grand Total							\$ 4,050.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Keith Barnes

Other Instructions: Requesting check by Wednesday October 31, 2018 for pick up.

Payee Address: 8686 Quinn Point

[Signature]

Description on Check:

Requesting manual check on Wednesday October 31, 2018 for vendor after services have been rendered.

Approvals:

Prepared By: David A. Swope Sr.

Approved By: David A. Swope Sr.

Date:

Signature:

Signature:

10.30.18

Payment Due: Wednesday October 31, 2108

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Earl Dowling

Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

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:

1563561
Keith Renard Barnes
8686 Quinn Pl.
Colorado Springs, CO 80924

Attn: Renard Barnes, Keith

Phone: (815)751-0995
Fax:

**PURCHASE ORDER**

361076

Page: 1

Release Method: Hard Copy

Release Date: 10/31/2018

Created Date: 10/31/2018

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378
Fax:

Deliver To: Nieto, Nancy

PO Created By: Radford, Jacoby

Purchase Order Comments:

2018 Inclusive Excellence Seminar Series Keynote Speaker.
Requesting a Check Enclosed / check request.

Requisition Number(s): 670089

Requisitioner Name(s): Nancy Nieto

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Inclusive Excellence Keynote Speaker	\$4,050.00	\$4,050.00
Deliver To: Nieto, Nancy						
Sub Total: \$						4,050.00
Total: \$						4,050.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00446-5309001		\$4,050.00

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 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. 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

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

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

361076

Page: 2

Release Method: Hard Copy

Release Date: 10/31/2018

Created Date: 10/31/2018

Humphrey, Vera

From: Nieto, Nancy
Sent: Wednesday, October 31, 2018 11:53 AM
To: Humphrey, Vera
Subject: FW: Check Enclosed Request
Attachments: 361076_Keith Renard Barnes.pdf; Keith Barnes check request.pdf

Hi Vera,

Attached is the signed check request and P.O. that David Swope requested I send to you. Does this have to go through you or should I take it directly to Accounts Payable? The speaker-Keith Barnes is providing his services today, but understandably it is a late request, so I was hoping that may be able to get it sometime this week? Please advise. Thank you.

Respectfully,

--

Nancy Nieto
Administrative Assistant
Latino Outreach Center and Student Diversity Office
College of DuPage | Student Affairs
425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | SSC 2225
P: (630) 942-3539 | E: nieton108@cod.edu

From: Radford, Jacoby
Sent: Wednesday, October 31, 2018 11:45 AM
To: Invoicing <invoicing@cod.edu>
Cc: Nieto, Nancy <nieton108@cod.edu>
Subject: Check Enclosed Request

AP -

Nancy Nieto is requesting a manual check for today.

Nancy, please contact and work with AP to final processing.

Jacoby Radford
Purchasing Manager
College of DuPage
425 Fawell Boulevard / BIC1B03
Glen Ellyn, IL 60137
(630) 942-4535
radfordj@cod.edu