

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1564091

Vendor Name: Illinois Mathematics Associati

Invoice Number: B0360967

Invoice Date: 10/25/18

PO Number: B0360967

Check Number: 0244547

Check Amount: \$ 350.00

Check Date: 11/14/2018

Department ID: 00209

Reviewer Name:

Voucher Number: V0540450

Redaction Type: None

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

Document Below

From: castellanoss1510@cod.edu
Sent: Thu Oct 25 11:00:02 CDT 2018
To: invoicing@cod.edu
CC: jollymc@cod.edu
Subject: BO360967

Hello Accounts Payable,

Please see attached check enclosed request.

Thanks,
Susan

Susan Castellanos
Purchasing Buyer



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942-2216 castellanoss1510@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:

1564091
Illinois Mathematics Association of Community Coll
C/O Prairie State College
202 S Halsted St
Chicago Heights, IL 60411
Attn: Natalie McGathey

Phone: 708-709-2940
Fax:



Check
Enclosed

PURCHASE ORDER

360967

Page: 1

Release Method: Hard Copy

Release Date: 10/25/2018

Created Date: 10/25/2018

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

AP VERIFIED

Deliver To: Jolly-McCarthy, Laurel

10/26/18 - BETHANY CRUSE

PO Created By: Castellanos, Susan

Purchase Order Comments:

Check Enclosed

Accounts Payable should send attached membership form with our payment.

Requisition Number(s): 669867

Requisitioner Name(s): Laurel Jolly-McCarthy

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Institutional Membership 2018-2019	\$350.00	\$350.00

Deliver To: Jolly-McCarthy, Laurel

Sub Total: \$ 350.00

Total: \$ 350.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00209-5406002		\$350.00

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.

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

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

360967

Page: 2**Release Method:** Hard Copy**Release Date:** 10/25/2018**Created Date:** 10/25/2018



ILLINOIS MATHEMATICS ASSOCIATION OF COMMUNITY COLLEGES

INSTITUTIONAL MEMBERSHIP FORM

~~2017-2018*~~

2018-2019

INVOICE 201718

AMOUNT DUE: \$350.00

(IMACC Tax I.D. #: 371127733)

ENTER AMOUNT: _____

DATE: _____

SIGNED: _____ TITLE: _____

Make check payable to IMACC

c/o Natalie McGathey
Prairie State College
202 S. Halsted St.
Chicago Heights, IL 60411

IMACC Institutional Members may send
one institutional representative to the
annual IMACC meeting free of charge
(not including transportation.)

PLEASE COMPLETE THE FOLLOWING INFORMATION

Institution College of DuPage

Address 425 Farwell Blvd

City Glen Ellyn State IL Zip 60137

Phone _____

President Dr. Ann Rondeau

Associate
Vice-President

~~or Dean of~~
Academic Affairs Dr. Kirk Overstreet

Contact Person Information:

Title and Name Dr. Kathy Dexter-Mitchell

Phone 630-942-3397

E-mail dexterk@cod.edu

* IMACC's membership year begins July 1, 201⁸ and ends June 30, 201⁹. Annual dues must be paid by March 1, 2018 in order to receive the complimentary conference registration for the institutional representative.