

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1426588
Vendor Name: Prairie Compass
Invoice Number: COD 7.0
Invoice Date: 11/05/18
PO Number: P0360935
Check Number: E0070339
Check Amount: \$ 960.00
Check Date: 11/14/2018
Department ID: 61009
Reviewer Name: Yvonne Bedford
Voucher Number: V0541445
Redaction Type: None
Document Type: AP Invoice

Document Below

APPROVED
11/06/18 - DANIEL DEASY

INVOICE

Invoice: COD 7.0

Date: 5 November, 2018

To: College of DuPage
Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

From: Prairie Compass, Inc.
Attn., Todd Volker
1630 W. Main Street
Ottawa, Illinois 61350

FEIN: 36-4628269

12	Kala KA-15 ukuleles and electronic tuners	\$55	\$660
	For #MUSIC-0001-003		

<u>TOTAL</u>	<u>\$660</u>
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INVOICE REVIEWED
OKAY TO PAY

YVONNE BEDFORD 11/06/18

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:

1426588
Prairie Compass
1630 W. Main St.
Ottawa, IL 61350

Attn: Todd Volker

Phone: 815-431-1999

Fax:

PURCHASE ORDER

360935

Page: 1

Release Method: Hard Copy

Release Date: 10/24/2018

Created Date: 10/24/2018

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: Jennifer Lange/SRC-1111

PO Created By: McGarry, John

Purchase Order Comments:

Requisition Number(s): 669935

Requisitioner Name(s): Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		12	Each	Ukuleles for Learn to Play the Ukulele Course #MUSIC-0001-003	\$55.00	\$660.00
Deliver To: Jennifer Lange/SRC-1111						
					Sub Total: \$	660.00
					Total: \$	660.00

Account Code Summary

Account Code	Account Description	Amount
05-61-61009-5401002		\$660.00

Terms and Conditions:

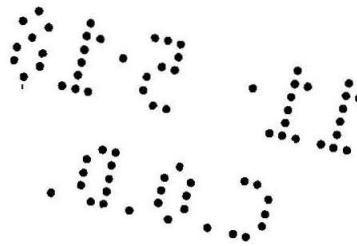
1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. 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. 395-1 through 395-12; 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**

360935

Page: 2

Release Method: Hard Copy

Release Date: 10/24/2018

Created Date: 10/24/2018

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1426588

Vendor Name: Prairie Compass

Invoice Number: COD-10.1-B

Invoice Date: 11/06/18

PO Number:

Check Number: E0070339

Check Amount: \$ 960.00

Check Date: 11/14/2018

Department ID: 61009

Reviewer Name:

Voucher Number: V0541980

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable

Check Request Form

revised 3/27/17

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: 11/6/2018

Vendor ID: 1426588

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
COD-10.1-B		05	61	61009	5308001	Instructional Service Contr	\$ 300.00

Grand Total

\$ 300.00

AP VERIFIED**11/09/18 - BETHANY CRUSE**

☒ 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: Prairie Compass, Inc

Other
Instructions:

Payee Address: 1630 W. Main St., Ottawa, IL 61350

Description on Check:

Instruction, Course #MUSIC-0001-003

Approvals:

Prepared By: Yvonne Bedford

Approved By: Daniel Deasy

Date: 11/6/18

Signature:

Signature:

Payment Due: 11/16/2018

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature:

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

INVOICE

Invoice #: COD-10.1-B

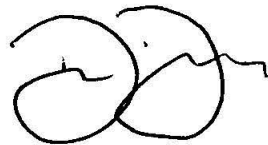
Date: 6 November 2018

To: College of DuPage

From: Prairie Compass, Inc.
Attn., Todd Volker
1630 W. Main Street
Ottawa, Illinois 61350

FEIN: 36-4628269

APPROVED



NOV 06 2018

Item:

5 hr. Instruction, continuing education----- \$300

Course# music-0001-003
Acct# 05-61-61009-5308001

TOTAL \$300

Vendor AGREEMENT
Between
COLLEGE OF DuPAGE
And
Prairie Compass, Inc.

This Agreement is entered into this 9th day of October, 2018 between College of DuPage and Prairie Compass, Inc.

SERVICES: Prairie Compass, Inc. shall perform the following services for the College of DuPage:
You can Ukulele: Learn to Play the Ukulele course with potentially additional ukulele courses through Continuing Education.

Vendor will perform duties at the College using College facilities as appropriate.

WORK PRODUCT: All documents, including reports and all other work products produced by Vendor under this Agreement shall become and remain the property of College of DuPage. The Vendor shall submit any document, publication, brochure, electronic media, etc., which was developed for College of DuPage under this Agreement to the College for copyright or trademark by the College. The textbook and songbook material used in the delivery of this course shall remain the property of Prairie Compass, Inc.

TERM: The term of this agreement shall be Tuesday, October 9, 2018 to Sunday, June 30, 2019.

REMUNERATION: The total amount for FY19 shall not exceed \$1,000 for instructional services and \$2,000 for instructional material. Invoices for services are to be submitted to College of DuPage prior to any payment to Prairie Compass, Inc. Prairie Compass shall receive a rate of fifty-five dollars (\$55) per College of DuPage registrant for applicable course materials as defined above. Prairie Compass shall receive an additional \$60 per hour of scheduled course instruction. In accordance with Local Government Prompt Payment Act, the College will approve or disapprove an invoice from Prairie Compass within 30 days after receipt of the invoice or after the date of receipt of the goods, whichever is later.

VENDOR: It is understood, acknowledged and agreed by the Parties that the relationship of Vendor to the College arising out of this Agreement shall be that of an independent contractor. Neither Vendor nor any employee or agent of Vendor is an employee or agent of the College and therefore, is not entitled to any benefits provided employees of the College. Vendor has no authority to employ/retain any person as an employee or agent for or on behalf of the College for any purpose. Vendor shall not represent to anyone that he is an employee of the College.

PAYMENT: Vendor must agree to receive all payments from the College via an Automated Clearing House (ACH) transfer (CCD file format only). Instructions for registering for ACH payments are available on the College's Purchasing Department website: <http://www.cod.edu/about/purchasing/index.aspx>. Any bill approved for payment shall be paid within 30 days after the date of approval (term: Net 60), in compliance with the Local Government Prompt Payment Act. If payment is not made within the 60-day period, an interest penalty requirement of 1% per month is allowed if denoted and approved herein.

TAXES: Prairie Compass, Inc. shall be responsible for any and all state, local and federal taxes due related to income from the above services. Vendor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment. Prairie Compass, Inc. is required to provide a completed IRS W-9 document in order to do business with the College.

LIAISON: While performing these services, it is understood that Prairie Compass, Inc. will coordinate with Jenna Polly, Program Coordinator.

LIABILITY: Prairie Compass, Inc. agrees to hold College of DuPage, its trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims, demands, and expenses, including attorney's fees, which may arise during the performance of this agreement.

Prairie Compass, Inc. also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. Prairie Compass, Inc. shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grants rights, against all damages suffered and expenses incurred based on any breach or alleged breach of Prairie Compass, Inc.'s warranty.

RESTRICTIVE COVENANTS: The Vendor will not, during the period of this Agreement, use any Information for his own benefit or for the benefit of any person or entity other than College of DuPage; disclose to any person or entity any Information learned as part of this consult; or remove or make copies of any Information, in any form; except, in each case, as may be required within the scope of Vendor's duties during the term of this Agreement.

Vendor agrees to comply fully with the Federal Equal Employment Opportunities Act, including 29 C.F.R./Part 1609 "Guidelines on Harassment," the Illinois Human Right Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder and all amendments made thereto, Title VII of the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments, and Vendor represents certifies and agrees that it has implemented a sexual harassment policy pursuant to 775 ILCS 5/2-105 and that no person shall be denied or refused service or other full or equal use of Vendor's services, or denied employment opportunities by Vendor on the basis of race, creed, color, religion, sex, national origin or ancestry, age disability unrelated to ability, marital status, or unfavorable discharge from military service.

Upon termination of this Agreement, or at any such time as the College may request, the Vendor will deliver to College of DuPage all copies in possession of any Information, in any form. Except on behalf of College of DuPage, the Vendor will not at any time assert any rights in or with respect to any Information. For purposes of this Agreement, "Information" means any, research, operational, product or service Information, processes, data, samples, drawings, market information, customer information, manner of operation, techniques, databases, promotions, and other information that may be deemed similar to, based on or derived from any of the foregoing, or information. Information does not include information, knowledge, or data, which the Vendor can prove, was in individual's possession prior to the commencement of this Agreement or information, knowledge, or data, which was or is in the public domain.

CERTIFICATION: All independent Vendors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988. (Must check one)

☒ I certify that I am not in default of an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.


☒ I certify that I am not employed elsewhere in the College as a regular or temporary employee.

TERMINATION: The College may terminate this Agreement and the services at any time upon five (5) days written notice to Vendor. The College shall not be responsible for any services or expenses incurred after the date of termination.

In consideration thereof, both parties agree to the conditions set forth above.

Vendor

x

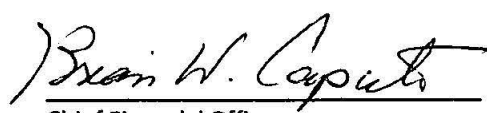

Todd Volker
Prairie Compass, Inc.

36-4628269

SS# OR FEIN

Date

Oct. 10, 2018


Chief Financial Officer
College of Dupage

Date

10/23/18

I agree with the terms stated above and certify that I have received a copy of the contract agreement.

x


Vendor (Todd Volker)

Date

10/10/18

From: [Gieschen, Philip](#)
To: [Bedford, Yvonne](#)
Subject: RE: Request for Certificate of Liability Insurance Waiver
Date: Wednesday, October 10, 2018 2:46:05 PM

Hi Yvonne,

The insurance requirement is waived for this instructor.

Phil Gieschen
Coordinator of Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630/942-2993
giesche@cod.edu

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

From: Bedford, Yvonne
Sent: Wednesday, October 10, 2018 12:03 PM
To: Gieschen, Philip <giesche@cod.edu>
Subject: Request for Certificate of Liability Insurance Waiver
Importance: High

Hi Phil,

We have one-day classes on playing the ukulele:

Learn to Play the Ukulele	2/23/19
Ukulele Group Jam	2/23/19
Learn to Play the Ukulele	6/16/19
Ukulele Group Jam	6/16/19

The instructor, Todd Volker, does not carry Liability Insurance because he does not have any physical contact with the students.

Todd is paid under his company name, Prairie Compass.

Can you please grant a waiver for Prairie Compass?

Regards,

Yvonne Bedford
Yvonne Bedford
College of DuPage
Continuing Education
(630) 942-4194

