

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1498128

Vendor Name: ILACEP

Invoice Number: P0361392

Invoice Date: 11/19/18

PO Number: P0361392

Check Number: E0070595

Check Amount: \$ 60.00

Check Date: 11/28/2018

Department ID: 00374

Reviewer Name:

Voucher Number: V0543256

Redaction Type: None

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

Document Below

-----  
From: townelj@cod.edu  
Sent: Mon Nov 19 15:33:31 CST 2018  
To: invoicing@cod.edu  
CC: holmwoode@cod.edu  
Subject: College of DuPage PO 361392 Check Enclosed Request  
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Hello,



Please see the attached check enclosed request for PO 361392 for ILACEP.

Thank you,

*Jordan Towne*  
*Purchasing Expeditor*



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: ( 630) 942.2576 | F: (630) 942.4201 | [townelj@cod.edu](mailto:townelj@cod.edu)

-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)

**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:**

1498128  
ILACEP  
700 Logan College Rd.  
Carterville, IL 62918

Attn: Scott Wernsman

Phone: 618-985-3741  
Fax: 618-985-4433

**PURCHASE ORDER**

361392

Page: 1

Release Method: Hard Copy

Release Date: 11/19/2018

Created Date: 11/19/2018

**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: Lisa Saltiel/BIC 3B11

**AP VERIFIED**  
**11/28/18 - BETHANY CRUSE**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 670476

Requisitioner Name(s): Elizabeth Holmwood

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	1	1	Each	Renewal of Annual Institutional Membership - College of DuPage Dual Credit Program	\$60.00	\$60.00
Deliver To: Lisa Saltiel/BIC 3B11						
Sub Total: \$						60.00
Total: \$						60.00

**Account Code Summary**

Account Code	Account Description	Amount
01-20-00374-5406002		\$60.00

**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

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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**

361392

**Page:** 2**Release Method:** Hard Copy**Release Date:** 11/19/2018**Created Date:** 11/19/2018

**From:** [Holmwood, Elizabeth](#)  
**To:** [Towne, Jordan](#)  
**Subject:** FW: ILACEP membership renewal  
**Date:** Monday, November 19, 2018 2:40:54 PM  
**Attachments:** ILACEP 102018 .pdf  
ILACEP 102018 back.pdf  
ATT00001.txt  
**Importance:** High

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Sorry, Jordan, I haven't done one of these in so long and I forgot to attach the email invoicing us.

Please let me know if there is anything else needed.

Thank you for your assistance,  
Beth Holmwood

Elizabeth Holmwood  
Administrative Assistant  
Academic Outreach Programs  
Adult Fast Track, COD Centers, Dual Credit  
BIC 3B11  
X4811

**From:** Saltiel, Lisa  
**Sent:** Monday, November 19, 2018 11:40 AM  
**To:** Holmwood, Elizabeth <[holmwoode@cod.edu](mailto:holmwoode@cod.edu)>  
**Subject:** FW: ILACEP membership renewal  
**Importance:** High

Hi Beth,  
Can you please assist me on this process? Thank you.  
Lisa

**From:** Haegele, Lisa <[haegelel@cod.edu](mailto:haegelel@cod.edu)>  
**Sent:** Monday, November 19, 2018 11:15 AM  
**To:** Saltiel, Lisa <[saltieli@cod.edu](mailto:saltieli@cod.edu)>  
**Subject:** FW: ILACEP membership renewal  
**Importance:** High

Hi, Lisa

Did you by chance get an opportunity to process this yet? Let me know if there are any questions although I think Beth might be of more help.

Thanks!

Lisa

**From:** Haegele, Lisa  
**Sent:** Friday, October 19, 2018 2:17 PM  
**To:** Saltiel, Lisa <[saltieli@cod.edu](mailto:saltieli@cod.edu)>  
**Subject:** FW: Important updates from ILACEP! New website, new professional development opportunities, new member benefits

Hi, Lisa

Can you help process the renewal of the College's ILACEP membership? I believe you have done this once before??

Thanks!

Lisa

**From:** Ilacep <[ilacep-bounces@listserv.nacep.org](mailto:ilacep-bounces@listserv.nacep.org)> **On Behalf Of** Thompson, Jana  
**Sent:** Thursday, October 18, 2018 10:58 AM  
**To:** [ilacep@listserv.nacep.org](mailto:ilacep@listserv.nacep.org)  
**Subject:** [Ilacep] Important updates from ILACEP! New website, new professional development opportunities, new member benefits

Good morning,

Thank you for your support of the Illinois Alliance of Concurrent Enrollment Partnerships.

ILACEP's fiscal year runs July 1, 2018 to June 30, 2019, so it is time to renew your membership. Your membership includes

- Access to the ILACEP ListServ, including legislative updates
- Access to the members-only section of the webpage with archived webinars and shared documents
- Access to a minimum of four (4) free webinars
- Discounted registration fees for the annual Dual Credit Summit
- Eligibility to apply for the dual credit scholarship.

Starting November 15, 2018, only ILACEP members will have access to the benefits listed above. To continue to receive these benefits, please renew your membership today!

The registration form can be found at <http://www.nacep.org/illinois/ilacep-membership/>. Membership fees are \$60 for secondary and post-secondary institutions (for unlimited employees) and \$25 for individual members.

In order to better meet the needs of ILACEP members, we are asking for your feedback on your professional development needs and interests. Please complete the survey at <https://www.surveymonkey.com/r/HWGP2X> by November 15, 2018.

We will use the survey feedback to plan the webinars and summit, but our tentative professional development schedule is listed below. We are starting the professional development activities later this year to allow state agencies time to respond to the new amendments to the Dual Credit Quality Act that were included in SB2838.

- Tuesday, November 13 2:00-3:00pm: Webinar – SB 2838 Legislative Updates
- December: Webinar (Topic pending survey results)
- January: Webinar (Topic pending survey results)
- February: Webinar (Topic pending survey results)
- March: Webinar and Dual Credit Week Celebration
- April: Summit

Finally, please take a minute to check out our **new webpage**: <http://ilacep.org>. We also are publishing and distributing a quarterly e-newsletter. You can scroll down to see the inaugural edition below this message.

We look forward to continuing to support your work this year.

# ILACEP QUARTERLY

ISSUE NO. 1 | OCTOBER 2018

Welcome to the very first edition of ILACEP Quarterly! This publication brings members helpful information about upcoming personal development opportunities, dual credit success stories, and important updates for participating high schools, colleges, and organizations.

## ILACEP SCHOLARSHIP WINNERS!



- **\$1,000:** Dana Thomas of Leyden High School (Triton Community College)
- **\$500:** Erin McErlean of Leyden High School (Triton Community College)
- **\$500:** Alexander Huerta of Foreman College and Career Academy (Wilbur Wright College)

Stay tuned to find out how you and your ILACEP-member institution could win an ILACEP scholarship that covers certain educational fees for dual credit instructors who are continuing their education in order to expand their range of dual credit offerings.

ILLINOIS  
ALLIANCE  
of  
CONCURRENT  
ENROLLMENT

## CALENDAR

**\*2-3 p.m. Tue., Nov. 13:**  
ILACEP will present "SB 2838 Legislative Updates."

\*Watch [ilacep.org](http://ilacep.org) for registration details

## NEW DUES/BENEFITS

ILACEP annual institutional membership fees are now \$60 per year, running July 1 to June 30. The membership allows for unlimited members within an institution. Individual memberships are \$25.





## ILACEP BOARD

President  
**Dave Naze** | Joliet Junior College  
 President-elect  
**Alex Terrazas**  
 Moraine Valley Community College  
 Secretary  
**Hope Stovall** | Rich Township District 227  
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**Rodrigo Lopez** | Elgin Community College  
 Membership Chair  
**Susan Ros** | College of Lake County  
 Communications Chair  
**Jana Thompson** | College of Lake County  
 Professional Development Chair  
**Sarah Stashkiw** | College of Lake County

## WE WANT YOUR SUCCESS STORIES ...

... and your news and your updates for ILACEP Quarterly! If you are particularly pleased with a student, instructor, institution, or organization that exemplifies the fantastic benefits of concurrent enrollment, please let us know. You can even send us a photo! If there is an item you think should be on our calendar or among our mini news features, send it along.

*Please email important updates, success stories, and other news to ILACEP Communications Chair Jana Thompson at [jthompson1@clcillinois](mailto:jthompson1@clcillinois).*

**Check out  
 the new ILACEP  
 website at  
[ILACEP.org](http://ILACEP.org)!**