

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1081503

Vendor Name: Aba/American Bar Association

Invoice Number: B0369234

Invoice Date: 03/11/20

PO Number: B0369234

Check Number: 0266553

Check Amount: \$ 1,500.00

Check Date: 04/14/2020

Department ID: 00097

Reviewer Name:

Voucher Number: V0616985

Redaction Type: None

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

Document Below

From: acctpay@cod.edu
Sent: Wed Mar 11 16:55:32 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Enclosed Request PO#369234 Monica Miller 3-11-20.pdf

From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Wednesday, March 11, 2020 3:47 PM
To: Invoicing <invoicing@cod.edu>; Accounts Payable <acctpay@cod.edu>
Cc: Miller, Monica <millermo@cod.edu>
Subject: Check Enclosed Request PO#369234 Monica Miller 3-11-20.pdf

Greetings,

The attached purchase order and check enclosed has been ordered by Monica Miller. Kindly work directly with her as indicated below:

Please call Monica Miller, X3074, when check is ready for pick-up.

Thank you.

Best,

Anne Marie Dando
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

Click Here for current bids/Rfps!
COD: Check out our Team Site!

 College of DuPage

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:

1081503
Aba/American Bar Association
Publication Orders
PO Box 10892
Chicago, IL 60610-0892
Attn: Customer Service

Phone: 123-123-1234
Fax: 312-988-6270

Check Enclosed Request - This is a request for a "check enclosed" purchase (BO). Membership in the ABA is required to be an accredited program. The check needs to be sent to 321 N. Clark Street, Chicago, IL 60654

Please call Monica Miller, X3074, when check is ready for pick-up.

**PURCHASE ORDER**

369234

Page: 1

Release Method: Hard Copy

Release Date: 03/11/2020

Created Date: 03/11/2020

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Monica Miller

PO Created By: Dando, Anne Marie

Purchase Order Comments:

AP VERIFIED**04/10/20 - MARIA ZERRUDO**

Requisition Number(s): 679676

Requisitioner Name(s): Monica Miller

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Annual Fee for Paralegal Studies program	\$1,500.00	\$1,500.00
Deliver To: Monica Miller						

Sub Total: \$ 1,500.00

Total: \$ 1,500.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00097-5406002		\$1,500.00

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 payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

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

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

369234

Page: 2

Release Method: Hard Copy

Release Date: 03/11/2020

Created Date: 03/11/2020



AMERICANBARASSOCIATION

American Bar Association
321 N Clark St. Chicago, IL. 60654, USA
Phone: 800-285-2221
Email: service@americanbar.org
FEIN: 36-0723150

INVOICE

College of DuPage
425 Fawell Blvd
Attn: Sally Fairbank
Glen Ellyn, IL 60137-6599

Print Date: 19-Feb-2020
Bill-To: 02300231-0
Order Number: 9006893704
Order Date: 31-Jan-2020
Invoice Number : 0095814733
Terms: NET30
Purchase Order:

Product	Fulfil Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
APPROV/PARAPPROV-APPROV - ABA Paralegal Program Annual Fee - Due May 1, 2020 01-Jan-2020 to 31-Dec-2020	Active	Active	1	1,500.00	0.00	0.00	0.00	1,500.00
Customer: 02300231 College of DuPage 425 Fawell Blvd Attn: Sally Fairbank Glen Ellyn, IL 60137-6599								

Shipping:	0.00
Tax:	0.00
Order Total :	1,500.00
Paid to Date:	0.00
Current Amount Due:	1,500.00

We appreciate your business

Please detach the lower portion and return it with your payment. Thank you.

Customer: 02300231-0	College of DuPage	
Order No.: 9006893704	Invoice No: 0095814733	Balance Due(USD): 1,500.00

Credit Card # _____	Exp. Date: ____ / ____	Amount: _____
Credit Cards Accepted - (Amex, Discover, Mastercard, ABA Visa, Visa)		

Send payments to: American Bar Association
Attn: Cash Receipts
321 N Clark St
Chicago, IL 60654
FAX#: 312-988-6279

For your protection, please do not email this form with your credit card information. Please mail or fax it directly to the address or fax number listed