

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1548135
Vendor Name: American Society of Travel Age
Invoice Number: PO369447
Invoice Date: 04/08/20
PO Number: P0369447
Check Number: 0266570
Check Amount: \$ 500.00
Check Date: 04/14/2020
Department ID: 00109
Reviewer Name:
Voucher Number: V0616931
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: acctpay@cod.edu
Sent: Wed Apr 08 14:25:52 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Enclosed Request - Anna Gay

From: Dando, Anne Marie
Sent: Wednesday, April 8, 2020 12:59 PM
To: Invoicing <invoicing@cod.edu>; Accounts Payable <acctpay@cod.edu>
Cc: Gay, Anna <gayanna@cod.edu>
Subject: Check Enclosed Request - Anna Gay

Hello,

Kindly work directly with Anna regarding the details of this request.

Thank you!

Best,

Anne Marie Dando
Purchasing Assistant



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

Click Here for current bids/Rfps!

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:

1548135
American Society of Travel Agents Inc
675 North Washington St
Ste 490
Alexandria, VA 22314
Attn: Pamela Bonin

Phone: 703-739-8709
Fax:



Check
Enclosed

PURCHASE ORDER

369447

Page: 1

Release Method: Hard Copy

Release Date: 04/08/2020

Created Date: 04/08/2020

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: Gay, Anna**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 679959**Requisitioner Name(s):** Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Annual renewal membership	\$500.00	\$500.00
Deliver To: Gay, Anna						
Sub Total: \$						500.00
Total: \$						500.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00109-5401002		\$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 payroll records for all workers and sub-contractors utilized for the project.

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Summary

Contact Information

Prefix

First Name

Kathleen

Last Name

Talenco

Suffix

Designation

Title

Faculty

Work Phone

630-942-2352

Email

talencok@cod.edu

Website

www.cod.edu/culinary/hospitality_management/

Membership

Membership	Price
Renewal Travel School	\$500.00
Total	\$500.00

Membership Promo Code :

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Extend my membership for ☒ **1 year** ☐ **2 years** ☐ **3 years**

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Alexandria, VA 22314
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