

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086010
Vendor Name: IACEA-IL Adult & Cont. Educ
Invoice Number: 1288085957
Invoice Date: 03/04/20
PO Number: P0369034
Check Number: 0266639
Check Amount: \$ 3,120.00
Check Date: 04/14/2020
Department ID: 05177
Reviewer Name: Yvonne Bedford
Voucher Number: V0608807
Redaction Type: None
Document Type: AP Invoice

Document Below

From: bedford@cod.edu
Sent: Tue Mar 17 15:16:20 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice Attached PO 369034

Please pay attached invoice. PO 369034.

From: McLaughlin, Ashley
Sent: Tuesday, March 17, 2020 11:35 AM
To: Bedford, Yvonne
Subject: FW: Scanned from a Xerox multifunction device

Please pay with PO369034
Thanks!

-----Original Message-----

From: mclaughl@cod.edu <mclaughl@cod.edu>
Sent: Tuesday, March 17, 2020 11:29 AM
To: McLaughlin, Ashley <mclaughl@cod.edu>
Subject: Scanned from a Xerox multifunction device

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: SRC1111
Device Name: Printer-246

2020 IACEA CONFERENCE Invoice

No. 2017

March 4, 2020

Accounts Payable
College of DuPage
C/O Ashley McLaughlin
425 Fawell Blvd.
Glen Ellyn, IL 60137

APPROVED
04/06/20 - DANIEL DEASY

Order #1288085957

NAME	REGISTRATION
Ruta Jonusaitis	\$260.00
Dan Deasy	\$260.00
LaTonya Johnson	\$260.00
Kristin Sandy	\$260.00
Ellen Schumacher	\$260.00
Lauren Nadolski	\$260.00
Shannon Wood	\$260.00
Amy Elston	\$260.00
Susan Blatt	\$260.00
Kristy Tomaszewski	\$260.00
Ashley McLaughlin	\$260.00
Chrstitine Kelly	\$260.00

TOTAL DUE: \$3120.00

Please make check payable to: IACEA

Mail payment to: IACEA
Carbondale Community High School
205 North Oakland Avenue
Carbondale, IL 62901

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

PURCHASE ORDER

369034

Page: 1

Release Method: Hard Copy

Release Date: 03/02/2020

Created Date: 03/02/2020

*** Confirming Purchase Order *****Vendor:**

1086010
IACEA-IL Adult & Cont. Educ
Carbondale Community H.S.
205 N. Oakland Ave.
Carbondale, IL 62901
Attn: Sandy Snowden

Phone: 123-123-1234
Fax:

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: Ashley McLaughlin

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 679418

Requisitioner Name(s): Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		12	Each	Full Conference Registration Fees	\$260.00	\$3,120.00
Deliver To: Ashley McLaughlin						
Sub Total: \$						3,120.00
Total: \$						3,120.00

Account Code Summary

Account Code	Account Description	Amount
06-10-05177-5507099		\$3,120.00

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.

40th Illinois Adult and Continuing Educators' Association (IACEA) Conference

Full Conference \$260.00



Wyndham Springfield City Centre, 700 E Adams St, Springfield, IL 62701

Wednesday, March 11, 2020 at 8:00 AM - Friday, March 13, 2020 at 1:00 PM (CDT)

Send an Invoice - Payment Not Received

Order Information

Name

Order #1288085957. Ordered by Ashley McLaughlin on March 4, 2020 10:44 AM

Amy Elston



12880859571798361931001

Event Information:

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Google's Applied Digital Applied Bootcamp information
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(additional information if attending Bootcamp)
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TO SECURE HOTEL RESERVATIONS:
Visit the IACEA website, or click here:
<http://bit.ly/IACEAmarch2020>

If you have chosen INVOICE, Please make checks PAYABLE to IACEA
Please mail payment to
Sandy Snowden
205 North Oakland
Carbondale, IL 62901

No cancellations will be accepted. Substitutions are welcome.

If you have registration questions, please contact Sandy Snowden via email or by phone (618) 549-8232 ext 325 OR - via EMAIL to: sandy.snowdencchs165@gmail.com

If you have any questions, please contact the conference chair at: Christopher McElroy at 708-596-2000 ext. 2398 or email at cmcelroy@ssc.edu

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Registration Information:

Divisions: (Please choose one Division below)
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This is my first IACEA conference?
NO

As an adult education instructor would you be interested in attending Friday's Google Applied Digital Skills Bootcamp? More information on how to register will be sent in the confirmation email.
YES

Do you organize events?

Start selling in minutes with Eventbrite!
www.eventbrite.com

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Chrsitine Kelly



12880859571798361933001

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Dan Deasy



12880859571798361945001

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Ellen Schumacher



12880859571798361947001

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Name

Joe Cassidy



12880859571798361949001

**Ashley McLaughlin
took his place**

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Yes

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Kristin Sandy



12880859571798361951001

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Kristy Tomaszewski



12880859571798361953001

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LaTonya Johnson



12880859571798361955001

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Lauren Nadolski



12880859571798361957001

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Ruta Jonusaitis



12880859571798361959001

Event Information:

Thanks for registering, printed tickets are only required for special dietary needs and first IACEA conference attendees. Additional registration information is needed if you plan to attend Google's Applied Digital Applied Bootcamp please follow the instruction provided below.

Google's Applied Digital Applied Bootcamp information
To register for the Bootcamp go to: <http://formstack.io/28E56>
(additional information if attending Bootcamp)
(From the Bootcamp drop down menu, select: 3/13/20, 8:30-11:30am, IACEA...)

TO SECURE HOTEL RESERVATIONS:
Visit the IACEA website, or click here:
<http://bit.ly/IACEAmarch2020>

If you have chosen INVOICE, Please make checks PAYABLE to IACEA
Please mail payment to
Sandy Snowden
205 North Oakland
Carbondale, IL 62901

No cancellations will be accepted. Substitutions are welcome.

If you have registration questions, please contact Sandy Snowden via email or by phone (618) 549-8232 ext 325 OR - via EMAIL to: sandy.snowdencchs165@gmail.com

If you have any questions, please contact the conference chair at: Christopher McElroy at 708-596-2000 ext. 2398 or email at cmcelroy@ssc.edu

At the bottom of this page there is an Order Summary, the order summary will be the only invoice provided unless you contact Sandy Snowden at sandy.snowdencchs165@gmail.com to provide additional invoices as needed.

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Sandy Snowden
205 North Oakland
Carbondale, IL 62901

Special Dietary request will be printed on ticket. During meals, tickets should be presented to the serving staff.

No refunds will be accepted. Substitutions are welcome.

Registration Information:

Do you have any reasonable dietary requests?
Gluten free

Divisions: (Please choose one Division below)
Administration - program operations, such as administrators, coordinators, recordkeeping personnel, and administrative secretaries

This is my first IACEA conference?
NO

As an adult education instructor would you be interested in attending Friday's Google Applied Digital Skills Bootcamp? More information on how to register will be sent in the confirmation email.
NO

Do you organize events?

Start selling in minutes with Eventbrite!

www.eventbrite.com

40th Illinois Adult and Continuing Educators' Association (IACEA) Conference

Full Conference \$260.00



Wyndham Springfield City Centre, 700 E Adams St, Springfield, IL 62701

Wednesday, March 11, 2020 at 8:00 AM - Friday, March 13, 2020 at 1:00 PM (CDT)

Send an Invoice - Payment Not Received

Order Information

Name

Order #1288085957. Ordered by Ashley McLaughlin on March 4, 2020 10:44 AM

Shannon Wood



12880859571798361961001

Event Information:

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Carbondale, IL 62901

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Registration Information:

Divisions: (Please choose one Division below)
Curriculum and Instruction: Adult Basic and Secondary - instructors/curriculum developers in general literacy through GED or high school completion. | Curriculum and Instruction: ESL - instructors/curriculum developers in programs serving an ESL

This is my first IACEA conference?
NO

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YES

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Order Information

Name

Order #1288085957. Ordered by Ashley McLaughlin on March 4, 2020 10:44 AM

Susan Blatt



12880859571798361965001

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