

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1036518
Vendor Name: Central Dupage Hospital Associ
Invoice Number: B0365120/031020
Invoice Date: 03/10/20
PO Number: B0365120
Check Number: 0266859
Check Amount: \$ 19,728.00
Check Date: 04/14/2020
Department ID: 00181
Reviewer Name:
Voucher Number: V0607597
Redaction Type: Other
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

**INVOICE**

Central DuPage Hospital
Emergency Medical Services System
Paramedic Education Program

DATE: TUESDAY, MARCH 10, 2020

TO:

Mr. Daniel Krakora
College of DuPage
Fire Science Manager
425 Fawell Blvd.
HEC 1018
Glen Ellyn, Illinois 60137

FOR:

Paramedic Education Program Tuition
Section I
Invoice #1

MAIL:

Central DuPage Hospital ED/EMS Office
Attention: Tiffani Clausen, Program Director
25 N. Winfield Rd.
Winfield, IL 60190

College of DuPage class code: Fire 2278-700

DUE WITHIN 30 DAYS

Description		Amount
Student Name		12 credits @ \$137/Credit Hour
		\$1644.00 x 12 students
<div>APPROVED 06/01/20 - THOMAS BRADY</div>		
<div>INVOICE REVIEWED OKAY TO PAY</div>		
Total Invoice		\$19,728

YVONNE BEDFORD 04/14/20

OK to pay
Daniel Krakora
3/11/20

From: zerrudom@cod.edu
Sent: Fri Apr 10 16:11:34 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Payment for Invoice for Blanket PO# 365120

From: Brady, Thomas
Sent: Friday, April 10, 2020 3:17 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Krakora, Daniel <krakora@cod.edu>
Subject: Re: Payment for Invoice for Blanket PO# 365120

Hi Marivic,

I approve payment of the attached invoice. Thanks and stay safe.

Tom

From: "Zerrudo, Maria" <zerrudom@cod.edu>
Date: Thursday, April 9, 2020 at 12:27 PM
To: "Krakora, Daniel" <krakora@cod.edu>
Cc: "Brady, Thomas" <bradyt145@cod.edu>
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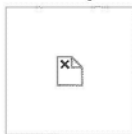
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Thank you very much!

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Office hours: Mon-Fri 07:00 am – 3:30pm



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From: zerrudom@cod.edu
Sent: Tue Apr 14 16:22:49 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: OP invoices to pay

From: Barrios, Isabel
Sent: Tuesday, April 14, 2020 3:46 PM
To: Zerrudo, Maria <zerrudom@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>
Subject: OP invoices to pay

Attached are OP invoices under \$25,000 with Bot approval that are ok to pay.

Please process accordingly.

Any questions, please let me know.

Thank you.

Isabel Barrios
Accounts Payable Team Lead
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-3412 | barriosi142@cod.edu





CHAPARRALS

**THOMAS BRADY'S EMAIL APPROVAL
IS ON PAGE 2**

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Emergency Medical Services System
Paramedic Education Program

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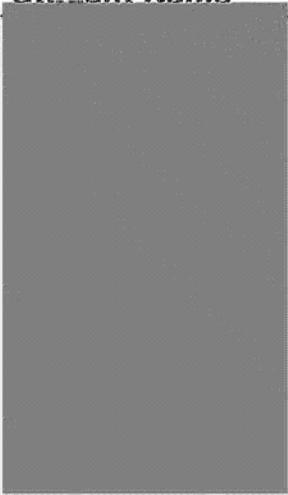
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*** Confirming Purchase Order ***

College of DuPage

Purchase Order #: 365120
PO Create Date: 7/8/2019
PO Created By: John McGarry
PO Release Date: 7/8/2019 9:14:34 AM , print
Fiscal Date: 7/8/2019
Needed By Date: 7/15/2019

Vendor Address:

Attn: Justin Williams
 Central Dupage Hospital Association
 25 N Winfield Rd
 Winfield, IL 60190
 Phone: 630-933-4642
 Fax: 630-933-1933
 GL Vendor#: 1036518

Bill To:

Attn: SRC2049 Accounts Payable
 College of DuPage Accounts Payable
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2228
 Fax: 630-858-9078

Requisition:

Dan Krakora (674716)

Ship To:

Attn: Manager Purchasing
 College of DuPage Shipping & Receiving
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2238
 Fax: 630-942-2417

Purchase Order Comments:

n/a

Item Number	Item Description	UOM	Quantity	Unit Price	Line Total
	Paramedic Instruction for FY 2020	Each	1	\$102,816.0000	\$102,816.00
	<i>Deliver To: Krakora, Dan</i>				
Subtotal:					\$102,816.00
Shipping & Handling:					\$0.00
Tax:					\$0.00
Total:					\$102,816.00

Account Code Summary:

Account Code	Description	Amount
01-10-00181-5308001		\$102,816.00

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.

Approved By: John McGarry

Signature: _____

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Renewal of Paramedic Hospital Training Program

2. **REASON FOR CONSIDERATION**

Aggregate spend for Fiscal Year 2020 that reaches \$25,000 or more must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

This purchase represents the instruction of the students enrolled in Paramedic sections at each of the four (4) area resource hospitals noted below for the Summer 2019, Fall 2019, and Spring 2020 semesters. College of DuPage offers Paramedic Training through affiliated area resource hospitals (Central DuPage, Edward, Good Samaritan and Loyola). All training and education is completed at the hospital training site. Each program has its own start and end dates, class dates and times, and approved providers for field training. Only resource hospitals can provide Paramedic Training per the Illinois Department of Public Health. Beginning January 2019, all programs are 36 credit hours, and follow the current national curriculum. The variation in enrollment is due to the number of students that each program can accommodate.

Hospital	Course #	Course Name	Semester	Amount	Students	Total
CDH	FIRE 2279-700	Paramedic II	2019SU	12 credits @ \$136/Credit Hour=\$1,632	19	\$31,008
CDH	FIRE 2280-TBD	Paramedic III	2019FA	12 credits @ \$136/Credit Hour=\$1,632	19	\$31,008
CDH	FIRE 2278-TBD	Paramedic I	2020SP	12 credits @ \$136/Credit Hour=\$1,632	25	\$40,800
				TOTAL		\$102,816
EDWH	FIRE 2279-600	Paramedic II	2019SU	12 credits @ \$136/Credit Hour=\$1,632	5	\$8,160
EDWH	FIRE 2280-TBD	Paramedic III	2019FA	12 credits @ \$136/Credit Hour=\$1,632	5	\$8,160
EDWH	FIRE 2278-TBD	Paramedic I	2020SP	12 credits @ \$136/Credit Hour=\$1,632	18	\$29,376
				TOTAL		\$45,696
GSH	FIRE 2277-403	Paramedic IV	2019SU	8 credits @ \$136/Credit Hour=\$1,088	19	\$20,672
GSH	FIRE 2278-TBD	Paramedic I	2019FA	12 credits @ \$136/Credit Hour=\$1,632	25	\$40,800
GSH	FIRE 2279-TBD	Paramedic II	2020SP	12 credits @ \$136/Credit Hour=\$1,632	25	\$40,800
				TOTAL		\$102,272

LMC	FIRE 2279-800	Paramedic II	2019SU	12 credits @ \$136/Credit Hour=\$1,632	19	\$31,008
LMC	FIRE 2280-TBD	Paramedic III	2019FA	12 credits @ \$136/Credit Hour=\$1,632	19	\$31,008
LMC	FIRE 2278-TBD	Paramedic I	2020SP	12 credits @ \$136/Credit Hour=\$1,632	25	\$40,800
				TOTAL		\$102,816
					TOTAL	\$353,600

The Fire Science program is requesting annual approval of expenditures for Central DuPage Hospital (CDH), Edward Hospital (EDWH), Good Samaritan Hospital (GSH) and Loyola Medical Center (LMC) in order to support the Paramedic Programs. The total amount for each hospital requested for Fiscal Year 2020 is as follows: Central DuPage Hospital totaling \$102,816 (estimating full enrollment of 25 students per section Spring 2020), Edward Hospital totaling \$45,696 (estimating full enrollment of 18 students Spring 2020), Good Samaritan Hospital totaling \$102,272 (estimating continued current enrollment of 19 students per section Summer 2019 and full enrollment of 25 through Spring 2019) and Loyola Medical Center totaling \$102,816 (estimating continued enrollment of 19 students per section Summer and Fall 2019 and full enrollment of 25 students Spring 2020). The full enrollment is a goal based on the number of qualified applicants who perform successfully during the selection process and who accept a position in the program.

Year	Budget	YTD Spend	Variance
FY15	\$325,456	\$281,632	\$43,824
FY16	\$383,040	\$255,440	\$127,600
FY17	\$401,760	\$212,760	\$189,000
FY18	\$258,120	\$185,760	\$72,360
FY19	\$376,920	\$127,992	\$248,928

The College collects tuition for the courses and reimburses the hospitals one hundred percent of the tuition for the instruction, since all of the instruction is done by the hosting hospital. A small fee is charged to each student to cover the management of the program and related costs of the College. The College does claim the FTE and the associated apportionment income for the Paramedic students.

Budget Status

GL Account	FY2019	FY2020-Proposed		
	Forecasted Spend	Annual Budget	YTD Spend	Available Balance
01-10-00181-5308001	\$ 376,920	\$ 353,600	\$ -	\$ 353,600
<i>Fire Science: Instructional Services Contracts</i>				
		FY2020 Request		\$ 353,600

**Anticipated FY2020 Budget Adoption date as of June 20, 2019.*

This agreement supports the following goals and objectives of the College's Strategic Long Range Plan:

Goal #3 Student Centeredness. Methods of teaching that shift the focus from the teacher to the student.

Goal #8 Infrastructure. Maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events.

The Illinois Public Community College Act provides the Board of Trustees the power to enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services (110ILCS 805/3-40)

4. **RECOMMENDATION**

That the Board of Trustees approves the Fiscal Year 2020 Paramedic Hospital Training Program expenditures as follows: Central DuPage Hospital totaling \$102,816; Edward Hospital totaling \$45,696; Good Samaritan Hospital totaling \$102,272; and Loyola Medical Center totaling \$102,816, for an overall expenditure of \$353,600.

Staff Contact: Joe Cassidy, Assistant Vice President, Economic Development, Dean Public Services and Continuing Education
Dan Krakora, Manager, Fire Science and Paramedic Training

SIGNATURE PAGE FOR

Renewal of Paramedic Hospital Training Program

ITEM(S) ON REQUEST

That the Board of Trustees approves the Fiscal Year 2020 Paramedic Hospital Training Program expenditures as follows: Central DuPage Hospital totaling \$102,816; Edward Hospital totaling \$45,696; Good Samaritan Hospital totaling \$102,272; and Loyola Medical Center totaling \$102,816, for an overall expenditure of \$353,600.

Frank J. Bellone 2/21/19
Board Chair Date

Christine M. Jerome 2-21-19
Board Secretary Date



HRTMS, Inc.
5171 Glenwood Avenue, Suite 105
Raleigh, NC 27612 US
919-351-5627
accounting@hrtms.com
hrtms.com

INVOICE

BILL TO

Keith Zeitz
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137 US

INVOICE # 2725

DATE 04/06/2020

DUE DATE 06/05/2020

TERMS Net 60

P.O. NUMBER
369411

APPROVED
04/07/20 - RICHARD KULIG

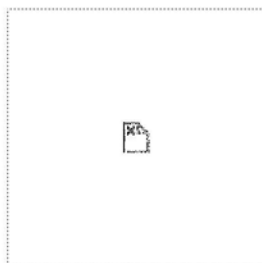
ACTIVITY	QTY	RATE	AMOUNT
SaaS License, JDX	1	21,000.00	21,000.00
Annual License Fee, JDX - Year 1			
Sales Tax	1	0.00	0.00
Sales Tax calculated by AvaTax on Mon 06 Apr 17:37:47 UTC 2020			

We appreciate your business.

BALANCE DUE

USD 21,000.00

From: quickbooks@notification.intuit.com
Sent: Mon Apr 06 12:37:55 CDT 2020
To: invoicing@cod.edu
CC: accounting@hrtms.com
Subject: Invoice from HRTMS, Inc.



HRTMS, Inc.

Dear Keith,

Your invoice is attached. Please remit payment at your earliest convenience. Thank you for your business.

Sincerely,
HRTMS, Inc.

INVOICE 2725 DETAILS

DUE 06/05/2020

USD 21,000.00

Pay invoice

Powered by QuickBooks

Bill to

Keith Zeitz
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137 US

Terms

Net 60

P.o. number

369411

SaaS License, JDX

USD 21,000.00

Annual License Fee, JDX - Year 1

Sales Tax

USD 0.00

Sales Tax calculated by AvaTax on Mon 06 Apr 17:37:47 UTC 2020

Balance due USD 21,000.00

We appreciate your business.

[Pay invoice](#)

HRTMS, Inc.

5171 Glenwood Avenue, Suite 105 Raleigh, NC 27612 US

5171 Glenwood Avenue, Suite 105 Raleigh, NC 27612 US

919-351-5627 accounting@hrtms.com hrtms.com

If you receive an email that seems fraudulent, please check with the business owner before paying.



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College of DuPage

Purchase Order #: 369411
PO Create Date: 3/27/2020
PO Created By: Anne Marie Dando
PO Release Date: 3/27/2020 3:53:50 PM , print
Fiscal Date: 3/27/2020
Needed By Date: 3/26/2020

Vendor Address:

Attn: Kim Clark
 HRTMS Incorporated
 5171 Glenwood Ave Ste 105
 Raleigh, NC 27612
 Phone: 919-351-5627
 GL Vendor#: 1602119

Bill To:

Attn: SRC2049 Accounts Payable
 College of DuPage Accounts Payable
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2228
 Fax: 630-858-9078

Requisition:

Keith Zeitz (679919)

Ship To:

Attn: Manager Purchasing
 BLANKET PO
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2378

Purchase Order Comments:

n/a

Item Number	Item Description	UOM	Quantity	Unit Price	Line Total
	JDXpert - Year 1	Each	1	\$21,000.0000	\$21,000.00
	<i>Deliver To: N/A</i>				
Subtotal:					\$21,000.00
Shipping & Handling:					\$0.00
Tax:					\$0.00
Total:					\$21,000.00

Account Code Summary:

Account Code	Description	Amount
01-90-90111-5304004		\$21,000.00

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.
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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.

Approved By: Anne Marie Dando

Signature: _____

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Job Description Management Software for Human Resources

2. **REASON FOR CONSIDERATION**

Contracts exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

As part of the FY20 IT Plan, the college is acquiring a new applicant tracking system for Human Resources. During an evaluation process of the current system, it became apparent that additional functionality was needed for the College in order to enhance its processes surrounding hiring, developing, and retaining employees. In particular, a system for managing job descriptions is needed to bring better quality and uniformity to the job descriptions in use on campus. Additionally, tools for comparing job descriptions and making compensation decisions are required.

Information Technology conducted online research to discover job description management systems suitable for our environment. Our research found that job description management solutions are typically bundled with other products such as HR management systems or applicant tracking systems. The College has well established solutions in these areas. The College was not seeking to replace existing functionality but to rather add a single product focusing on job description management. Additionally, we sought out products that would integrate well with our existing solutions. As a result, the pool of available solutions was very small. Three (3) systems were selected for further review, online demonstrations were provided, and features were evaluated.

The product that best meets the needs of the college is JDXpert by HRTMS. It offers a wide range of functionality for the management of job descriptions and is chosen as the preferred solution. Features of JDXpert include:

- User defined workflow processes
- Completely configurable job descriptions
- New job and change request workflows
- Online collaboration
- Split screen views to compare job description versions

- Bulk editor functionality to make changes across multiple job descriptions
- Print-friendly output in Word and PDF
- Parent-child job descriptions
- Job evaluation/leveling and compensation tools
- Job comparison highlighting
- Job analytics
- Job description archive and viewable history
- Similarity scoring
- Content library and reusable lists of job statements
- Recruiting interface to Cornerstone applicant tracking system
- Position description questionnaires

Based on our review of available systems, Information Technology and Human Resources are recommending the purchase of JDXpert by HRTMS as the product with the feature set that most closely meets the needs of the college and streamlines manual efforts in Human Resources. The annual cost of JDXpert is \$21,000.

Budget Status

GL Account	FY2019	FY2020		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-90-90111-5304004	\$ 967,264	\$ 1,845,546	\$ 1,755,501	\$ 90,045
<i>IT Plan : IT Maintenance Services</i>				
FY2020 Request				\$ 63,000

**YTD Spend equals actuals plus committed as of 2/25/20.*

This contract supports Goal #8 of the Strategic Long Range Plan: Infrastructure-Maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events; as well as Strategic Objective 8.4 to revise, integrate, and implement the Information Technology Strategic Plan in order to enhance student success, maximize institutional effectiveness and ensure hardware and software are reliable, secure (from data breaches) and are user friendly to students, employees and other stakeholders.

This contract complies with State Statute, Board Policy, and Administrative Procedures. Contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services; of data processing equipment is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1.

4. RECOMMENDATION

That the Board of Trustees approves a three-year contract for the JDXpert Job Description Management System with HRTMS Incorporated, 5171 Glenwood Avenue, Raleigh, NC, 27612 for a total expenditure of \$63,000.00.


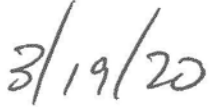
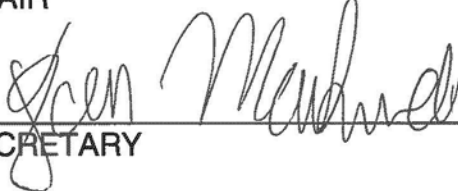

Staff Contact: Linda Sands-Vanker, Vice President, Human Resources and Project Hire-Ed
Ellen Roberts, Interim Vice President, Administrative Affairs
Donna Berliner, Director, Information Technology Services

SIGNATURE PAGE FOR

Job Description Management Software for Human Resources

ITEM(S) ON REQUEST

That the Board of Trustees approves a three-year contract for the JDXpert Job Description Management System with HRTMS Incorporated, 5171 Glenwood Avenue, Raleigh, NC, 27612 for a total expenditure of \$63,000.00.

	
BOARD CHAIR	DATE
	
BOARD SECRETARY	DATE

CollegeAidServices, LLC

8724 Sunset Drive #257

Miami, FL 33173 US

833-438-2271

finance@collegeaidservices.net

www.collegeaidservices.net



Invoice

3/30/20 APPROVAL TIME EXPIRED

ASSIGNED:

3/19- dalyi

3/24- delrosariod

PO# 368767

GL: 01-30-00449-5302001

TO: Ms Michelle Olson
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

APPROVED
04/06/20 - DIANA DEL ROSARIO

DATE	ACTIVITY	PERIOD	RATE	AMOUNT
1246	02/29/2020	\$15,064.62	04/29/2020	Net 60

DATE	ACTIVITY	PERIOD	RATE	AMOUNT
02/29/2020	College of DuPage (Interim Financial Aid Representatives)	[Feb 17 - Feb 27] -	37:30	55.00 2,062.50
02/29/2020	College of DuPage (Financial Aid Business Analyst)	[Feb 17 - Feb 27] -	73:45	75.00 5,531.25
02/29/2020	College of DuPage (Interim Financial Aid Representatives)	[Feb 17 - Feb 27] -	75:75	55.00 4,166.25
02/29/2020	College of DuPage (Interim Financial Aid Representatives)	[Feb 17 - Feb 27] -	74:50	55.00 4,097.50

Please see the attached timesheet breakdown for details. Per our agreement, the 5% on-time payment discount is applied to all payments received within 30 days of the invoice date.

SUBTOTAL	15,857.50
DISCOUNT 5%	-792.88
TOTAL	15,064.62
BALANCE DUE	\$15,064.62

INVOICE REVIEWED
OKAY TO PAY
LAUREN RYAN 03/19/20

From: doguimm@cod.edu
Sent: Fri Mar 13 18:30:47 CDT 2020
To: invoicing@cod.edu
CC: delrosariod@cod.edu,olsonrzeminskim@cod.edu
Subject: Invoices 1239 and 1246 from College Aid Services for Student Financial Aid Consultants

Invoicing Department,
Please process the attached invoices against Blanket PO# 368767.

Thank you,

Melissa Doguim
Administrative Assistant V to Dr. Diana Del Rosario,
Assistant Provost, Student Affairs
630-942-3687



College of DuPage

Purchase Order #: 368767
PO Create Date: 2/13/2020
PO Created By: Susan Castellanos
PO Release Date: 2/13/2020 4:03:46 PM , print
Fiscal Date: 2/13/2020
Needed By Date: 2/5/2020

Vendor Address:

Attn: Brenda Brown
 Raymond Nault
 DBA College Aid Services LLC
 8724 Sunset Dr #257
 Miami, FL 33173
 Phone: 833-438-2271
 GL Vendor#: 1602158

Bill To:

Attn: SRC2049 Accounts Payable
 College of DuPage Accounts Payable
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2228
 Fax: 630-858-9078

Requisition:

Melissa Doguim (679014)

Ship To:

Attn: Manager Purchasing
 BLANKET PO
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2378

Purchase Order Comments:

n/a

Item Number	Item Description	UOM	Quantity	Unit Price	Line Total
1602158	Consulting Services for COD's Student Financial Aid Department <i>Deliver To: Doguim, Melissa</i>	Each	1	\$365,448.0000	\$365,448.00
Subtotal:					\$365,448.00
Shipping & Handling:					\$0.00
Tax:					\$0.00
Total:					\$365,448.00

Account Code Summary:

Account Code	Description	Amount
01-30-00449-5302001		\$365,448.00

Terms and Conditions:

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Approved By: Susan Castellanos

Signature: _____

Internal (notes will not be sent to Vendor):

Jordan,
Here is confirmation from Brian Caputo that the Board had approved on an emergency basis. You can go ahead and attach this to the requisition, and process the blanket order. Please be sure to advise Melissa to send you a signed copy of the Board item after the meeting on February 20th.
Thank you,
Ellen
Ellen M. Roberts

External (notes will be sent to Vendor):

There are no external notes for this item.

Cancel