

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1542916
Vendor Name: American Association for Respi
Invoice Number: 9343977
Invoice Date: 03/27/20
PO Number: B0369408
Check Number: E0079758
Check Amount: \$ 600.00
Check Date: 04/08/2020
Department ID: 00257
Reviewer Name: Jessica Lang
Voucher Number: V0614659
Redaction Type: None
Document Type: AP Invoice

Document Below

From: dandoa@cod.edu
Sent: Fri Mar 27 08:38:48 CDT 2020
To: invoicing@cod.edu,acctpay@cod.edu
CC: langj@cod.edu
Subject: Check Enclosed Request PO#369408 - AARC

Hello,

The attached purchase order and check enclosed has been ordered by Jessica Lang. Kindly work directly with her as needed.

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!

COD: Check out our Team Site!

APPROVED
04/01/20 - DILYSS GALLYOT



AMERICAN ASSOCIATION FOR RESPIRATORY CARE
9425 N. MacArthur Blvd, Suite 100, Irving, TX 775063-4706
(972) 243-2272, Fax (972) 484-2720

INVOICE

NAME: College of DuPage # 9343977 contact Barb Coe, Jessica Lang

PRODUCT: 24 Early Professional 1 digital memberships @ \$25.00 each

MAIL TO: AMERICAN ASSOCIATION FOR RESPIRATORY CARE, PO BOX 650097, DALLAS, TX 75265-0097

COST USD: \$600.00

INVOICE REVIEWED
BALANCE DUE \$600.00

OKAY TO PAY

This is an official INVOICE of the AARC. Prepared by, Denise Smith Customer Service.

JESSICA LANG 03/27/20

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:

1542916
American Association for Respiratory Care
9425 N. Mac Arthur
Ste 100
Irving, TX 75063
Attn: Linda Drewello

Phone: 972-406-4678

Fax:

Please process as Check Enclosed PO.

The vendor requires payment before membership given.

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

PO BOX 650097

DALLAS, TX 75265-0097

PURCHASE ORDER

369408

Page: 1

Release Method: Hard Copy

Release Date: 03/27/2020

Created Date: 03/27/2020

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Barb Coe, HSC 1220

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 679920

Requisitioner Name(s): Jessica Lang

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		24	Each	Student AARC Membership	\$25.00	\$600.00

Deliver To: Barb Coe, HSC 1220

Sub Total: \$ 600.00

Total: \$ 600.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00257-5401002		\$600.00

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.

From: zerrudom@cod.edu
Sent: Tue Mar 31 14:36:33 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Enclosed Request PO#369408 - AARC

From: Lang, Jessica
Sent: Tuesday, March 31, 2020 12:26 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Check Enclosed Request PO#369408 - AARC

Hi Marivic,

Hope you are doing well! Do you know when the attached check enclosed for AARC will be processed?

Thanks,

Jessica Lang

Program Support Specialist, Nursing and Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax
langj@cod.edu

From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Friday, March 27, 2020 8:39 AM
To: Invoicing <invoicing@cod.edu>; Accounts Payable <acctpay@cod.edu>
Cc: Lang, Jessica <langj@cod.edu>
Subject: Check Enclosed Request PO#369408 - AARC

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Anne Marie Dando
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