

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1593573

Vendor Name: Network Data Systems Inc

Invoice Number: P0369453

Invoice Date: 04/08/20

PO Number: P0369453

Check Number: E0079838

Check Amount: \$ 826.20

Check Date: 04/14/2020

Department ID: 04701

Reviewer Name:

Voucher Number: V0616984

Redaction Type: FERPA

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

Document Below

From: lasorsak@cod.edu
Sent: Thu Apr 09 15:30:29 CDT 2020
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: NDS February 2020

Hi,

Please see attached.

Thank you!

Krystina LaSorsa
Interim Manager
Internship Coordinator
Service Learning Coordinator
The Career Services Center
College of DuPage

During the COVID-19 pandemic, the CSC is still serving students, faculty, staff, alumni and community member. To schedule a remote appointment please contact csc@cod.edu.

AP VERIFIED**04/13/20 - BETHANY CRUSE**

Illinois Board of Higher Education FY20

Program: 04-01-0001-0001-0001-0001

Grant Period: July 1, 2019-August 31, 2020

06-10-04701-5309001

Monthly Reimbursement form

Company Name: Network Data Systems

Contact Name and Title at Company: Lisa Spjuth, HR Administrator or Karen Paul, VP Talent Management & HR

Contact Name Signature: *Lisa Spjuth*

Contact Phone Number: Lisa Spjuth (847) 385-8743 or Karen Paul (847) 385-6775

Contact email: lispjuth@network-data.com and kpaul@network-data.com

Description of work performed: Our Network Operations Center (NOC) Intern program provides students exposure to a technical support environment that supports internal staff as well as enterprise external clients. Interns will have a rotational experience working on three key support teams; provisioning (pNOC), infrastructure (INOC), and service assurance (SINOC) which involves a variety of technologies and services.

Please provide paystubs and timesheets to support the monthly reimbursement template.

Monthly reports are due on the 5th of every month. A W9 is required for the first reimbursement request.

Service activities offered to student:

(Please note this refers to any volunteer opportunities available to the student through your company, if applicable)

Did Student obtain permanent employment in Illinois? ☒ Yes ☐ No

If yes, please provide date of employment and name of employer.

Check Date	Hours Worked	Hourly Rate	Total Wages Paid
July 2019		\$	\$
August 2019		\$	\$
September 2019		\$	\$
October 2019		\$	\$
November 2019		\$	\$
December 2019		\$	\$
January 2020		\$	\$
February 2020	108	\$ 15.00	\$ 1620.00
March 2020		\$ 2 ^{1/2} hrs per day	\$ 32.40
April 2020		\$	\$ 1,658.40
May 2020		\$	\$ 72
June 2020		\$	\$
July 2020		\$	\$
August 2020		\$	\$

#826.20

Judy Zick

Reimbursement is on a first come, first serve basis. Reimbursement requests are not guaranteed for reimbursement.

Questions or concerns, contact Kristina Salas at lsalas@ibhe.org or 800-942-2220

Thank you,
 College of Offices
 Career Services Unit

3-20-2020
Wm. Bester
 3/25/20

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

PURCHASE ORDER

369453

Page: 1

Release Method: Hard Copy

Release Date: 04/08/2020

Created Date: 04/08/2020

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

1593573
Network Data Systems Inc
300 N Martingale Rd Ste 300
Schaumburg, IL 60173

Attn: Lisa Spjuth

Phone: 847-385-6743

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: LaSorsa, Krystina

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 679922

Requisitioner Name(s): Krystina LaSorsa

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each		\$826.20	\$826.20
Deliver To: LaSorsa, Krystina						
Sub Total: \$						826.20
Total: \$						826.20

Account Code Summary

Account Code	Account Description	Amount
06-10-04701-5309001		\$826.20

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

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Page: 2**Release Method:** Hard Copy**Release Date:** 04/08/2020**Created Date:** 04/08/2020*** Confirming Purchase Order ***

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