

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1519242
Vendor Name: College and University Profess
Invoice Number: 1226-2021
Invoice Date: 04/27/20
PO Number: P0369534
Check Number: 0267823
Check Amount: \$ 2,675.00
Check Date: 05/12/2020
Department ID: 00797
Reviewer Name: Jacquelyn Campagnolo
Voucher Number: V0621463
Redaction Type: None
Document Type: AP Invoice

Document Below

From: zerrudom@cod.edu
Sent: Mon Apr 27 09:16:22 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Attached Document

From: Campagnolo, Jacquelyn
Sent: Monday, April 27, 2020 9:15 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Re: Attached Document

Good Morning Marivic.

Attached please find the CUPA Membership Invoice.

Hope you and your family are doing well.

Jackie

Jackie Campagnolo
Administrative Assistant, Human Resources
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Campagnoloj262@cod.edu
630-942-2931

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

From: Zerrudo, Maria
Sent: Monday, April 27, 2020 8:59 AM
To: Campagnolo, Jacquelyn
Subject: Attached Document

Hi Jackie,

Hope you are doing well,

Please forward the actual invoice for CUPA in the amount of \$ 2,675.00 for PO369534 to invoicing@cod.edu

The attached purchase confirmation will not suffice as an invoice.

Thank you

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu



**College and University Professional
Association for Human Resources**

INVOICE

For Annual Membership
July 1, 2020 - June 30, 2021

Jackie Campagnolo
Administrative Assistant
College of DuPage
425 Fawell Boulevard
SRC 2053
Glen Ellyn IL 60137-6599

Invoice: 1226-2021
Invoice Date: 4/27/2020
Due Date: 06/30/2020

APPROVED
04/29/20 - LINDA SANDS-VANKERK

The person above is the membership contact and is responsible for ensuring membership dues are paid. Learn more or change the contact person at www.cupahr.org/membershipcontact.

Description	Amount Due
Membership Dues for College of DuPage	\$2,675.00

To pay online, visit www.cupahr.org/onlinepayment and sign in using the dues payment username and password listed below.

Dues Payment Username: 1226
Dues Payment Password: CUPADues1226 (case sensitive)

To pay by check, make check payable to CUPA-HR and mail to:
CUPA-HR

P.O. Box 306257
Nashville, TN 37230-6257

This membership currently serves 11 people on the membership roster; however, the roster can have an unlimited number of people.

You can manage the membership roster for College of DuPage anytime using the sign-in information above.

Questions? Contact CUPA-HR at **877-287-2474** or memberservice@cupahr.org.

CUPA-HR membership dues are not deductible for federal income tax purposes but may be deductible as a general business expense. CUPA-HR's W-9 Form can be found online at www.cupahr.org/W9.

CUPA-HR FEIN: 59-0976133

From: campagnoloj262@cod.edu
Sent: Fri Apr 24 09:42:11 CDT 2020
To: invoicing@cod.edu
CC:
Subject: CUPA HR Invoice for payment

Attached please find the annual CUPA HR dues invoice along with a p.o. for processing for payment.
Please let me know if you have any questions.
Thank you.

Jackie Campagnolo

Administrative Assistant, Human Resources
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Campagnoloj262@cod.edu
630-942-2931

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

Your CUPA-HR Membership

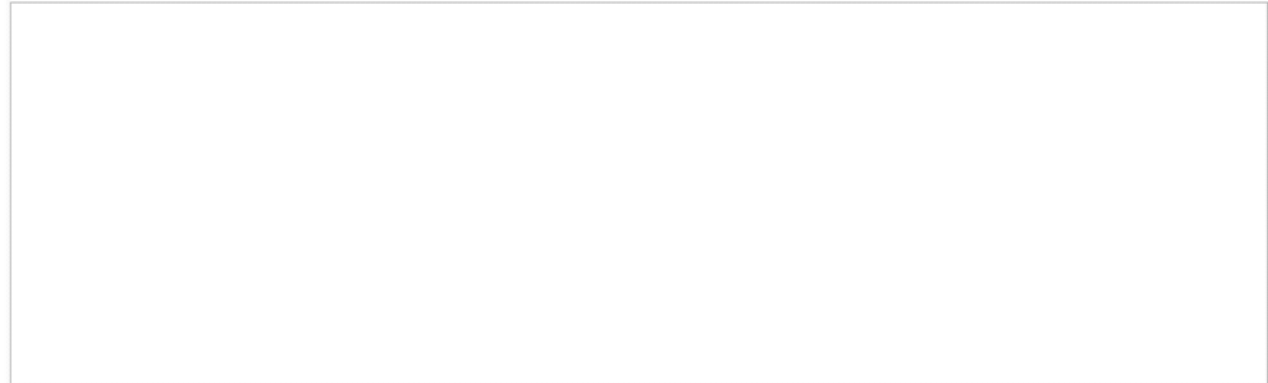
CUPA-HR <memberservice@cupahr.org>

Tue 4/21/2020 2:02 PM

Inbox

To: Campagnolo, Jacquelyn <campagnoloj262@cod.edu>;

Information about your membership dues ...



Stronger Together

CUPA-HR *is* higher ed HR, and the association's nearly 75-year history is a testimony to the strength and resilience of members like you. During this time of uncertainty, your leadership will be critical to helping higher education weather the storm. The challenges HR is facing are unprecedented, and we are working tirelessly to bring you the resources and support you need.

Just as you depend on CUPA-HR for vital resources and support, we depend on you to make that work possible.

With input from members across the country, we've adapted quickly to 2020's changing landscape and created critical resources that make managing the COVID-19 pandemic possible. More important, CUPA-HR has provided resources that support the unique work of human resources during this crisis. Through CUPA-HR, you've been able to:

- Get the latest guidance on legislative and regulatory developments that impact our work — from the FFCRA and CARES Act to OSHA compliance and I-9 processing.
- Seek advice from your higher ed HR colleagues through CUPA-HR Connect — an online community where members are discussing and sharing resources on topics such as COVID-19 response, telecommuting, student employees, faculty evaluations and more.
- Explore how CUPA-HR data can help you make data-driven decisions about the workforce — which will be more critical now than ever before.
- Access time-saving tools and resources in the CUPA-HR Knowledge Center — an online library filled with toolkits covering crisis management, layoffs and furloughs, telecommuting and more.

CUPA-HR has been able to respond to the pandemic quickly not only because we have subject matter experts and a dedicated staff on call, but because we are an incredible community of higher education HR professionals who are willing and able to collaborate and share experiences as we navigate these unprecedented times.

CUPA-HR *is* higher ed HR, and we're stronger together.

The CUPA-HR membership-renewal cycle has begun. **You can log in to view and print your invoice any time. Please note that you won't be receiving a printed copy of your invoice in the mail this year.** Your membership renewal is due by 06/30/2020.

We want to hear from you. If you have questions about available resources or concerns about your membership, please reach out to our team by email or phone at 877-287-2474. Although we're working remotely like many of you, we're here and available to help *you* as *you're* helping your campus community through tough times.

We're all in this together!

Two Ways to Renew

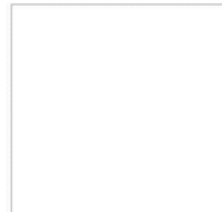
For your convenience, we offer two ways to renew — online by credit card or mailed by check:



Log in and pay online using your CUPA-HR username and password or the dues payment username and password provided below:

Dues Payment Username: 1226

Dues Payment Password: CUPADues1226



Log in to view and download your invoice, then pay by check mailed to:

CUPA-HR

P.O. Box 306257

Nashville, TN 37230-6257



☐ **Log in to Renew** ☐



Amount Due: \$2675.00

Dues Payment Username: 1226

Dues Payment Password: CUPADues1226

Questions? Email us or call 877-287-2474 to speak with someone from our team.



COLLEGE AND UNIVERSITY PROFESSIONAL ASSOCIATION FOR HUMAN RESOURCES

©2020 CUPA-HR | 1811 COMMONS POINT DRIVE | KNOXVILLE, TN 37932 | 877-287-2474

[CONTACT US](#) | [WEBSITE](#) | [PRIVACY](#) | [UPDATE PROFILE](#) | [PREFERENCES](#)



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:

1519242
College and University Professional Association fo
1811 Commons Point Dr
Knoxville, TN 37932

Attn: Customer Service

Phone: 865-637-7673
Fax: 865-637-7674

PURCHASE ORDER

369534

Page: 1

Release Method: Hard Copy

Release Date: 04/23/2020

Created Date: 04/23/2020

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: Campagnolo, Jacquelyn

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 680076

Requisitioner Name(s): Jacquelyn Campagnolo

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Yearly Membership Dues	\$2,675.00	\$2,675.00

Deliver To: Campagnolo, Jacquelyn

Sub Total: \$ 2,675.00

Total: \$ 2,675.00

Account Code Summary

Account Code	Account Description	Amount
01-80-00797-5406002		\$2,675.00

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 acctpays@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.