

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1487182

Vendor Name: Association of Small Business

Invoice Number: J5NT53WF9SQ

Invoice Date: 08/13/20

PO Number: P0370820

Check Number: 0272405

Check Amount: \$ 1,796.00

Check Date: 09/15/2020

Department ID: 00434

Reviewer Name:

Voucher Number: V0640643

Redaction Type: None

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

Document Below

From: zerrudom@cod.edu

Sent: Thu Aug 27 12:42:13 CDT 2020

To: invoicing@cod.edu

CC:

Subject: Attached Document

From: schlosserm473@cod.edu
Sent: Wed Aug 26 08:41:00 CDT 2020
To: invoicing@cod.edu
CC: schlosserm473@cod.edu
Subject: ASBSC Invoice and PO

Hello,

Please see attached invoice and po# 370820 for payment. Thank you.

Best Regards,



Maryellen Schlosser, Client Liaison
Business Development Center at College of DuPage
Illinois Small Business Development Center
535 Duane Street, Office 233 Glen Ellyn, IL 60137
T: 630-942-2600
E: bdc@cod.edu



America's SBDC
8990 Burke Lake Road
2nd Floor
Burke VA 22015

Thursday, August 13, 2020

Bill To:

IL SBDC at College of DuPage 535 Duane Street #233
Glen Ellyn, IL 60137

Invoice # J5NT53WF9SQ

Primary Registrant (Ute Westphal)							
Order Date	Invoice #	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
Thursday, August 13, 2020	20SBDC-082020-0187-0188	Offline Charge	Attendee Registration	Admission Item	\$449.00	\$0.00	\$449.00
					Amt Ordered	Amt Paid	Amt Due
				Total	\$449.00	\$0.00	\$449.00

Rita Haake Digitally signed by Rita Haake
Date: 2020.08.17 15:29:20
-05'00'

AP VERIFIED
08/27/20 - MARIA ZERRUDO

To pay registrations by ACH transfer:

Routing Number: 051000017

Account Number: 0041-2929-2562

Bank of America

8990 Burke Lake Road

Burke VA 22015

If Paying via Check, please send
payment to the below address

America's SBDC

2nd Floor

8990 Burke Lake Road

Burke VA 22015

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

370820

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 08/25/2020

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

1487182
Association of Small Business
8990 Burke Lake Rd
Burke, VA 22015

Attn: Brett Thibodeau

Phone: 703-764-9855
Fax: 703-764-1234

Ship To:

College of DuPage Business Development Center
535 Duane St
Office 233
Glen Ellyn, IL 60137
General, Delivery

Phone: 630-942-2600
Fax: 630-505-4931

Deliver To: Schlosser, Maryellen**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 681557**Requisitioner Name(s):** Maryellen Schlosser

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		4	Each	Annual Conference Registration 2020	\$449.00	\$1,796.00
Deliver To: Schlosser, Maryellen						
						Sub Total: \$ 1,796.00
						Total: \$ 1,796.00

Account Code Summary

Account Code	Account Description	Amount
01-40-00434-5502005		\$1,796.00

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.
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11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

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

370820

Page: 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 08/25/2020*** Confirming Purchase Order ***

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.

Rita
Haake

Digitally signed
by Rita Haake
Date: 2020.08.26
08:36:03 -05'00'

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1487182
Vendor Name: Association of Small Business
Invoice Number: GDNW3SWP34G
Invoice Date: 08/17/20
PO Number: P0370820
Check Number: 0272405
Check Amount: \$ 1,796.00
Check Date: 09/15/2020
Department ID: 00434
Reviewer Name:
Voucher Number: V0640650
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Thu Aug 27 12:30:49 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Attached Document

From: schlosserm473@cod.edu
Sent: Wed Aug 26 08:41:00 CDT 2020
To: invoicing@cod.edu
CC: schlosserm473@cod.edu
Subject: ASBSC Invoice and PO

Hello,

Please see attached invoice and po# 370820 for payment. Thank you.

Best Regards,



Maryellen Schlosser, Client Liaison
Business Development Center at College of DuPage
Illinois Small Business Development Center
535 Duane Street, Office 233 Glen Ellyn, IL 60137
T: 630-942-2600
E: bdc@cod.edu



America's SBDC
8990 Burke Lake Road
2nd Floor
Burke VA 22015

Monday, August 17, 2020

Bill To:

Invoice # GDNW3SWP34G

Illinois SBDC International Trade Center at College of
DuPage 535 Duane Street Office 233 Glen Ellyn, IL 60137

Primary Registrant (Jean Lin)							
Order Date	Invoice #	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
Monday, August 17, 2020	20SBDC-082020-0253-0254	Offline Charge	Attendee Registration	Admission Item	\$449.00	\$0.00	\$449.00
					Amt Ordered	Amt Paid	Amt Due
				Total	\$449.00	\$0.00	\$449.00

Rita Haake

Digitally signed by Rita Haake
Date: 2020.08.17 15:26:52
+05'00'

AP VERIFIED
08/27/20 - MARIA ZERRUDO

To pay registrations by ACH transfer:

Routing Number: 051000017

Account Number: 0041-2929-2562

Bank of America

8990 Burke Lake Road

Burke VA 22015

If Paying via Check, please send
payment to the below address

America's SBDC

2nd Floor

8990 Burke Lake Road

Burke VA 22015

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

370820

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 08/25/2020

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

1487182
Association of Small Business
8990 Burke Lake Rd
Burke, VA 22015

Attn: Brett Thibodeau

Phone: 703-764-9855

Fax: 703-764-1234

Ship To:

College of DuPage Business Development Center
535 Duane St
Office 233
Glen Ellyn, IL 60137
General, Delivery

Phone: 630-942-2600

Fax: 630-505-4931

Deliver To: Schlosser, Maryellen

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 681557

Requisitioner Name(s): Maryellen Schlosser

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		4	Each	Annual Conference Registration 2020	\$449.00	\$1,796.00
Deliver To: Schlosser, Maryellen						
Sub Total: \$						1,796.00
Total: \$						1,796.00

Account Code Summary

Account Code	Account Description	Amount
01-40-00434-5502005		\$1,796.00

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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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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.

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

370820

Page: 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 08/25/2020*** Confirming Purchase Order ***

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.

Rita
Haake

Digitally signed
by Rita Haake
Date: 2020.08.26
08:36:03 -05'00'

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1487182
Vendor Name: Association of Small Business
Invoice Number: NGNR2W8SJMV
Invoice Date: 08/13/20
PO Number: P0370820
Check Number: 0272405
Check Amount: \$ 1,796.00
Check Date: 09/15/2020
Department ID: 00434
Reviewer Name:
Voucher Number: V0640652
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Thu Aug 27 12:30:29 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Attached Document

From: schlosserm473@cod.edu
Sent: Wed Aug 26 08:41:00 CDT 2020
To: invoicing@cod.edu
CC: schlosserm473@cod.edu
Subject: ASBSC Invoice and PO

Hello,

Please see attached invoice and po# 370820 for payment. Thank you.

Best Regards,



Maryellen Schlosser, Client Liaison
Business Development Center at College of DuPage
Illinois Small Business Development Center
535 Duane Street, Office 233 Glen Ellyn, IL 60137
T: 630-942-2600
E: bdc@cod.edu



America's SBDC
8990 Burke Lake Road
2nd Floor
Burke VA 22015

Thursday, August 13, 2020

Bill To:

IL SBDC at College of DuPage 535 Duane Street #233
Glen Ellyn, IL 60137

Invoice # NGNR2W8SJMV

Primary Registrant (Douglas Voegtle)							
Order Date	Invoice #	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
Thursday, August 13, 2020	20SBDC-082020-0188-0189	Offline Charge	Attendee Registration	Admission Item	\$449.00	\$0.00	\$449.00
					Amt Ordered	Amt Paid	Amt Due
				Total	\$449.00	\$0.00	\$449.00

Rita Haake

Digitally signed by Rita Haake
Date: 2020.08.17 15:27:44 -05'00'

AP VERIFIED
08/27/20 - MARIA ZERRUDO

To pay registrations by ACH transfer:

Routing Number: 051000017

Account Number: 0041-2929-2562

Bank of America

8990 Burke Lake Road

Burke VA 22015

If Paying via Check, please send
payment to the below address

America's SBDC

2nd Floor

8990 Burke Lake Road

Burke VA 22015

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

370820

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 08/25/2020

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

1487182
Association of Small Business
8990 Burke Lake Rd
Burke, VA 22015

Attn: Brett Thibodeau

Phone: 703-764-9855
Fax: 703-764-1234

Ship To:

College of DuPage Business Development Center
535 Duane St
Office 233
Glen Ellyn, IL 60137
General, Delivery

Phone: 630-942-2600
Fax: 630-505-4931

Deliver To: Schlosser, Maryellen

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 681557

Requisitioner Name(s): Maryellen Schlosser

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		4	Each	Annual Conference Registration 2020	\$449.00	\$1,796.00
Deliver To: Schlosser, Maryellen						
Sub Total: \$						1,796.00
Total: \$						1,796.00

Account Code Summary

Account Code	Account Description	Amount
01-40-00434-5502005		\$1,796.00

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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

370820

Page: 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 08/25/2020*** Confirming Purchase Order ***

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.

Rita
Haake

Digitally signed
by Rita Haake
Date: 2020.08.26
08:36:03 -05'00'

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1487182
Vendor Name: Association of Small Business
Invoice Number: Z5NTXDG87G5
Invoice Date: 08/13/20
PO Number: P0370820
Check Number: 0272405
Check Amount: \$ 1,796.00
Check Date: 09/15/2020
Department ID: 00434
Reviewer Name:
Voucher Number: V0640655
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: schlosserm473@cod.edu
Sent: Wed Aug 26 08:41:00 CDT 2020
To: invoicing@cod.edu
CC: schlosserm473@cod.edu
Subject: ASBSC Invoice and PO

Hello,

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Best Regards,



Maryellen Schlosser, Client Liaison
Business Development Center at College of DuPage
Illinois Small Business Development Center
535 Duane Street, Office 233 Glen Ellyn, IL 60137
T: 630-942-2600
E: bdc@cod.edu



America's SBDC
8990 Burke Lake Road
2nd Floor
Burke VA 22015

Thursday, August 13, 2020

Bill To:

IL SBDC at College of DuPage 535 Duane Street #233
Glen Ellyn, IL 60137

Invoice # Z5NTXDG87G5

Primary Registrant (Genie Bautista)							
Order Date	Invoice #	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
Thursday, August 13, 2020	20SBDC-082020-0189-0190	Offline Charge	Attendee Registration	Admission Item	\$449.00	\$0.00	\$449.00
					Amt Ordered	Amt Paid	Amt Due
				Total	\$449.00	\$0.00	\$449.00

Rita Haake

Digitally signed by Rita Haake

Date: 2020.08.17 15:28:36

-05'00'

AP VERIFIED
08/27/20 - MARIA ZERRUDO

To pay registrations by ACH transfer:

Routing Number: 051000017

Account Number: 0041-2929-2562

Bank of America

8990 Burke Lake Road

Burke VA 22015

If Paying via Check, please send
payment to the below address

America's SBDC

2nd Floor

8990 Burke Lake Road

Burke VA 22015

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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

370820

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 08/25/2020

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Burke, VA 22015

Attn: Brett Thibodeau

Phone: 703-764-9855
Fax: 703-764-1234

Ship To:

College of DuPage Business Development Center
535 Duane St
Office 233
Glen Ellyn, IL 60137
General, Delivery

Phone: 630-942-2600
Fax: 630-505-4931

Deliver To: Schlosser, Maryellen

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 681557

Requisitioner Name(s): Maryellen Schlosser

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		4	Each	Annual Conference Registration 2020	\$449.00	\$1,796.00
Deliver To: Schlosser, Maryellen						
Sub Total: \$						1,796.00
Total: \$						1,796.00

Account Code Summary

Account Code	Account Description	Amount
01-40-00434-5502005		\$1,796.00

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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

370820

Page: 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 08/25/2020*** Confirming Purchase Order ***

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Rita
Haake

Digitally signed
by Rita Haake
Date: 2020.08.26
08:36:03 -05'00'