

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1614030  
Vendor Name: Saundra Y McGuire  
Invoice Number: B0370738  
Invoice Date: 08/19/20  
PO Number: B0370738  
Check Number: 0272547  
Check Amount: \$ 8,000.00  
Check Date: 09/15/2020  
Department ID: 00788  
Reviewer Name:  
Voucher Number: V0640215  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

**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



Check  
Enclosed

**PURCHASE ORDER**

370738

Page: 1

Release Method: Hard Copy

Release Date: 08/19/2020

Created Date: 08/19/2020

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

1614030  
Saundra Y McGuire  
DBA SYM Educational Consultin  
4714 Hamblin Dr  
Baton Rouge, LA 70809  
Attn: Saundra McGuire  
  
Phone: 225-288-1421  
Fax:

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
  
Purchasing, Manager

Phone: 630-942-2378  
Fax:

Deliver To: Barb Groves - BIC 3B15

PO Created By: Towne, Jordan

Purchased From: Merchants

**AP VERIFIED****08/20/20 - BETHANY CRUSE**

Requisition Number(s): 684574

Requisitioner Name(s): Barbara Groves

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Fall 2020 In-service Keynote Speaker	\$8,000.00	\$8,000.00
Deliver To: Barb Groves - BIC 3B15						
					Sub Total: \$	8,000.00
					Total: \$	8,000.00

**Account Code Summary**

Account Code	Account Description	Amount
01-80-00788-5302001		\$8,000.00

**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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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.

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From: townelj@cod.edu  
Sent: Wed Aug 19 09:17:12 CDT 2020  
To: invoicing@cod.edu  
CC: grovesb16@cod.edu  
Subject: College of DuPage BO 370738 Check Enclosed Request  
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Hello,  
Please see the attached check enclosed request for Sandra McGuire.  
Thank you,  
Jordan Towne  
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: ( 630) 942.2576 | F: (630) 942.4201 | [townelj@cod.edu](mailto:townelj@cod.edu)

- *Click Here for current bids/Rfps!*
- *COD: Check out our Team Site!*



*Dr. Saundra Y. McGuire*  
**SYM Educational Consulting, LLC**  
4714 Hamblin Drive, Baton Rouge, LA 70809  
Business Phone (225) 288-1421  
Email: [symcguire@cox.net](mailto:symcguire@cox.net)

## **SYM Educational Consulting Appearance Contract**

- I. The following is an agreement between Saundra Y. McGuire and The College of DuPage
- II. **APPEARANCE INFORMATION:** *Dr. Saundra Y. McGuire* will appear for The College of DuPage for the honorarium herein established.
- Title of Program: Metacognition Workshops
  - Sponsoring Unit: College of DuPage.
  - City/State of Institution: Glen Ellyn, IL
  - Contract Sent to/Contact Name: Dr. Lisa Stock
  - Contact Telephone Number/Email: 770-235-0289/[stockl@cod.edu](mailto:stockl@cod.edu)
- III. **DETAILS:**
- DATE:** 8/20/2020 from approximately 9:00 am - 5:00 pm
- SESSIONS:** four sessions -- one keynote on metacognition, two breakouts on motivation, and one breakout on metacognition 2.0
- IV. **HONORARIUM:** \$8,000
- V. **AUDIO VISUALS**
1. Meeting Platform: All presentations will be delivered virtually via ZOOM Meetings.
  2. If needed, COD will provide a moderator to assist the presenter in monitoring and managing the "Chat" and "Polling" features in ZOOM.

Accepted by *Saundra Y. McGuire* Date 07.02.2020

Accepted by \_\_\_\_\_ Date: \_\_\_\_\_

*Ellen M. Roberts* 7.22.2020  
Signature

Ellen M. Roberts, Interim VP Admin. Affairs  
Name/Title

One copy with confirming signature will be returned to Saundra McGuire.

A check made payable to SYM Educational Consulting LLC Tax ID# 83-2288481 shall be provided to Saundra McGuire on the day of the event or no later than two weeks after the presentation date.

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Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
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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.

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From: grovesb16@cod.edu  
Sent: Fri Aug 21 09:14:11 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Sandra McGuire Invoice  
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Barb Groves

Assistant to the Provost

**Office of the Provost**

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)



**Saundra Y. McGuire, PhD**  
**SYM Educational Consulting LLC**  
4714 Hamblin Drive, Baton Rouge, LA 70809  
Business Phone: (225) 288-1421  
Email: [symcguire@cox.net](mailto:symcguire@cox.net)

PO# 370738

## INVOICE #082020

### DESCRIPTION OF WORK

**Develop and provide a keynote address and three breakout sessions on metacognition and motivation for Fall 2020 Virtual Convocation**

**\$8000.00**

Submitted by *Saundra Y. McGuire* Date 08/20/2020

Saundra Y McGuire, PhD

SYM Educational Consulting LLC

Tax ID# 83-2288481