

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1475664  
Vendor Name: Sportsoft, Inc  
Invoice Number: 20091  
Invoice Date: 08/16/20  
PO Number: P0370786  
Check Number: 0272555  
Check Amount: \$ 2,876.00  
Check Date: 09/15/2020  
Department ID: 17100  
Reviewer Name: Beverly Smith  
Voucher Number: V0640346  
Redaction Type: None  
Document Type: AP Invoice

Document Below



SPORTSOFT INC  
914 164th St SE  
Suite B12-375  
Mill Creek, WA 98012

Phone # 425-822-4613

E-mail [sportsoft@sportsoft.com](mailto:sportsoft@sportsoft.com)

Fed Tax ID 91-1755108

# Invoice

Date	Invoice #
8/15/2020	20091

Bill To
College of DuPage Ted Brom 425 Fawell Blvd. Glen Ellyn, IL 60137

Ship To
College of DuPage Shipping & Receiving Ted Brom 425 Fawell Blvd. Glen Ellyn, IL 60137

P.O. Number	Terms	Rep	Ship	Via	F.O.B.
Per Email	Net 60	Les	8/15/2020		Glen Ellyn

Quan...	Item Code	Description	Price Each	Amount
1	EQVCLOUD20	Equipment Manager Cloud Software Subscription - 20 sports, 5 user accounts effective dates: 8/15/2020 - 8/14/2021	2,876.00	2,876.00
<div>APPROVED 08/25/20 - RYAN KAISER</div> <div>INVOICE REVIEWED OKAY TO PAY BEVERLY SMITH 08/25/20</div>				

Total	\$2,876.00
Sales Tax (0.0%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$2,876.00

Pay Invoices Online at  
[www.sportsoft.com](http://www.sportsoft.com) and  
click on Customer Payment

**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:**

1475664  
Sportsoft, Inc  
914 164th St Se, Ste B12-375  
Mill Creek, WA 98012

Attn: Melissa Hostacky

Phone: 206-335-5613  
Fax:

**PURCHASE ORDER**

370786

**Page:** 1

**Release Method:** Hard Copy

**Release Date:** 08/21/2020

**Created Date:** 08/21/2020

**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:** Smith, Beverly

**PO Created By:** Dando, Anne Marie

**Purchase Order Comments:**

Invoice #20091

**Requisition Number(s):** 681558

**Requisitioner Name(s):** Beverly Smith

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	computer inventory for the equipment room	\$2,876.00	\$2,876.00
<b>Deliver To:</b> Smith, Beverly						
						<b>Sub Total: \$ 2,876.00</b>
						<b>Total: \$ 2,876.00</b>
Account Code Summary						
Account Code	Account Description					Amount
01-30-17100-5304004						\$2,876.00

**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.
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

**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

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

**PURCHASE ORDER**

370786

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 08/21/2020

**Created Date:** 08/21/2020

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From: smithb244@cod.edu  
Sent: Fri Aug 21 10:01:04 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Sport Soft  
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Please pay inv. 20091 on PO 370786 for Sport Soft.  
Beverly Smith  
Administrative Assistant  
Athletics and Recreational Programs  
College of DuPage