Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1523717
Vendor Name: Widepoint Cybersecurity Soluti
Invoice Number: BEN HO
Invoice Date: 09/08/20
PO Number:
Check Number: 0272577
Check Amount: $ 249.00
Check Date: 09/15/2020
Department ID: 02738
Reviewer Name:
Voucher Number: V0643812
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

AP VERIFIED
09/09/20 - ISABEL BARRIOS

College of DuPage - Accounts Payable
Check Request Form
revised 4/14/2020

This form may be used to request check payments ***only for those items for which the issuance of a purchase order would not be appropriate*** *. Attach supporting documentation (e.g., invoice or agreement). Please refer to* ***Vendor Payment - Non-Purchase Order Procedure No. 10-65***

Date: 9/8/2020
Vendor ID: [redacted]

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	06	10	02738	5909003	Indirect Costs	$ 249.00
				Grand Total		$ 249.00

Check the appropriate box below and sign

☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: [redacted]

Payee Address:

Other Instructions: Other than the COD check request, please send all pages on this attachment. Thank you.

Description on Check:

Check is for a 3-year ECA Medium Assurance Identify and Encryption Certificate - $249.00

Approvals:

Prepared By: Ben Ho, Grant Accountant
Signature: APPROVED By Ben Ho at 10:01 am, Sep 08, 2020
Payment Due:
Board Approved Date:

Approved By: Dave Virgilio, Interim Controller
Date:
Signature: APPROVED By David P Virgilio at 10:07 am, Sep 08, 2020

Approved By:
Date:
Signature: APPROVED By Ellen M. Roberts at 10:34 am, Sep 08, 2020

Approved By Division VP:
Date:
Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

College of DuPage - Accounts Payable
Check Request Form
Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

ORC ECA Medium Assurance Identity and Encryption Certificate Request

Request ID Number(s): [redacted]

Validity Period: [redacted]

Requester Name: [redacted]

Email Address: [redacted] Citizenship: US

Company Name: College of DuPage Phone Number: [redacted]

Payment (Check one):

☐ Visa ☐ MasterCard ☐ AMEX ☐ Purchase Order ☒ Corporate Check Only

Make checks **Payable to** "Widepoint Cybersecurity Solutions Corporation" or "WCSC". Personal checks or check with incorrect "Payable to" will be declined.

Purchase order number or check number (if applicable): _____

Card Holder Name (as it appears on the card): _____

Card Holder email address: _____

Card Number: _____

Expiration Date: _____

Billing address line 1: _____

Billing address line 2: _____
(if applicable)

City: _____ State/Province: _____ Postal/Zip Code: _____

OFFICIAL SEAL
SCOTT [illegible]
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 7/20/20

Prior to submitting your request to us, you must agree to your subscriber obligations. By signing the following page while in the presence of an LRA or Notary, you agree to:

- Accurately represent yourself in all communications with the PKI and abide by all the terms, conditions and restrictions levied upon the use of the issued private key(s) and certificate(s);
- Protect the certificate private key from unauthorized access in in accordance with the Private Key Protection section of the ECA CPS;
- Use the certificate only for authorized applications which meet the requirements of the ECA CPS;
- Use the certificate only for the purposes indicated in the key usage extension;
- Report any changes to information contained in the certificate to ORC for certificate reissue;
- Immediately report to ORC and request certificate revocation if private key compromise is suspected; and
- Abide by all the terms, conditions, and restrictions levied upon the use of your private keys and certificates.

ATTENTION: You must complete this form in its entirety before submitting it to ORC for processing. ORC must receive the form within 14 days of the request date. **If ORC does not receive this form within 14 days, or if the form is not completely filled in, you will be required to make a new request.**

ORC ECA Medium Assurance Identity and Encryption Certificate Request

Request ID Number(s): [redacted]

Requester Name: [redacted] Citizenship: US

Attention Requester: Do not fill out this page of the form until you are in the presence of an LRA/Notary Public.

IDENTITY VERIFICATION SECTION

On the [redacted], an individual who identified him/herself to me as Ben Ho personally appeared before me and:

A. presented me with two (2) forms of photo identification, at least one of which is a current, government-issued photo ID (e.g. passport or driver's license), bearing the above name;

B. signed this Certificate Request Form before me in the space that follows below: Acknowledging their Subscriber obligations and this Identity verification.

Requester Signature: [redacted]

1st Photo ID type: [redacted]

2nd Photo ID type: [redacted]

3rd Proof of citizensh [redacted]

Reserved for notary stamp/seal

[redacted]

Notary/LRA - Please witness the signature and verify the identity of the individual applying for this ORC ECA Certificate.

Send To:
ORC - ECA
11250 Waples Mill Road
South Tower, Suite 210
Fairfax, VA 22030

ATTENTION: You must complete this form in its entirety before submitting it to ORC for processing. ORC must receive the form within 14 days of the request date. **If ORC does not receive this form within 14 days, or if the form is not completely filled in, you will be required to make a new request.**

ORC ECA Medium Assurance Identity and Encryption Certificate Request

Request ID Number(s):

Requester Name:

After you have completed this request form in the presence of a Trusted Agent, as instructed on our website, send the original, notarized request forms (no photocopied forms) to our Fairfax, Virginia office by the carrier of your choice (FedEx, UPS, USPS, etc). Request forms may NOT be submitted to us by fax or email. **You must also include the following documentation:**

1. **Two forms of photo Identification.** One of the forms of photo Identification MUST be issued by a government entity within the US and be current and valid. (example: driver's license or passport). The second form of photo Identification may be a government issued photo ID (from a different agency than the first) or a business or institutional photo identity card or badge.
2. **Proof of Citizenship.** US citizens may submit a photocopy of the following documents as Proof of Nationality: US Passport, certified copy of birth certificate, Naturalization Certificate, Certificate of Citizenship, FS-240 Consular Report, or DS-1350 Certification or Report of Birth.
3. **Proof of Organizational Affiliation.** You may use either a letter or a work badge for Proof of Organizational Affiliation. Please note that the work badge must include a photograph, company name or logo, and the name of the subscriber.

Your certificate request will be processed when an authorized Trusted Agent (RA, LRA, Notary Public) verifies and validates the information in your request. You may check the status of your request by referring to your request ID number above.

Note: It is not necessary to have 4 different documents. A set of documents that meets all 4 requirements is acceptable.

Our mailing address is:

ORC - ECA
11250 Waples Mill Road
South Tower, Suite 210
Fairfax, VA 22030

Remember to include copies of your identity documentation in your package. We can't issue your certificate without them!

ATTENTION: You must complete this form in its entirety before submitting it to ORC for processing. ORC must receive the form within 14 days of the request date. **If ORC does not receive this form within 14 days, or if the form is not completely filled in, you will be required to make a new request.**

a widepoint company

Pricing

Personal Identity and Encryption Certificates

These certificates are issued to individuals and are used for:

- authentication (e.g. for DOD web sites)
- digital signature
- encryption
- non-repudiation

Medium Assurance Identity and Encryption Certificate pairs

Also referred to as 'browser based' or 'soft' certificates.

One Year	Three Year
$109	$249

Medium Token Assurance Identity and Encryption Certificate pairs

These are 'hardware based' certificates that may be obtained electronically (from your home or office).

One Year	Three Year
$149*	$309*

*Must be used with a Smart Card or USB Token. See **"hardware and software supplies"** below.

Medium Hardware Assurance Identity and Encryption Certificate pairs

These are 'hardware based' certificates that can only be obtained in person; they are equivalent to the certificates on a DoD Common Access Card (CAC).

One Year	Three Year
$189*	$409*

*Must be used with a Smart Card or USB Token. See **"hardware and software supplies"** below.

Additional Enhanced Certificates

Component/Server/SSL Certificates (including Domain Controller)

One Year	Two Year	Three Year
$499	$809	$1119

Mobile Code Signing Certificates

Requestors must have valid WidePoint-ORC ECA Identity Certificates.

One Year	Three Year
$189*	$409*

VPN IPSec Certificates

Device Identity Certificates (firewall, router, switches, laptops, mobile and others)

One Year	Two Year	Three Year
$259	$409	$549

Hardware and Software Supplies

Medium Token Assurance and **Medium Hardware Assurance** certificates **require:**
1. USB token and/or a Smart Card **AND 2.** ActivIdentity software.

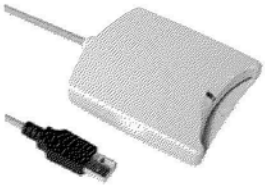
From: [redacted]
Sent: Tue Sep 08 10:58:57 CDT 2020
To: invoicing@cod.edu
CC:
Subject: [redacted]

Good morning – Invoicing,

Would you please process the attached check request form for me?

Thank you.

[redacted]

Cryptographic USB Token**	**$48.75** 
Smart Card** - **Smart Card Reader****	**$27.50** **$16.00**  
ActivClient 7.1 and User License - Recommended for Windows 8 and above **only**. - For other operating systems, please contact WidePoint-ORC for guidance.	**$30 per user** 

** Sales tax applies

- Please contact pkihelp@orc.com to order hardware and software items.
- Shipping charges will be added, unless the supplies are picked up at an WidePoint-ORC office.
- Please schedule an appointment to pick up supplies and/or to obtain a Medium-Hardware Assurance certificates.

Bulk Discounts

To inquire about bulk discounts for certificates, please contact pkihelp@orc.com.

Payment Details

WidePoint accepts VISA, Master Card, American Express, Purchase Orders or Corporate Checks (payable to "WidePoint" or "WCSC").

Prices are subject to change without prior notice. Please refer to this page often for the most current information. All sales are final.