

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1086791  
Vendor Name: JCCC/NACEP  
Invoice Number: P0371881  
Invoice Date: 12/10/20  
PO Number: P0371881  
Check Number: 0275730  
Check Amount: \$ 560.00  
Check Date: 01/12/2021  
Department ID: 00374  
Reviewer Name: None  
Voucher Number: V0656689  
Redaction Type: None  
Document Type: AP Invoice

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

**Vendor:**

1086791  
JCCC/NACEP  
PO Box 578  
Chapel Hill, NC 27514

Attn: Tanesha Langhorne

Phone: 919-593-5205  
Fax:

**PURCHASE ORDER**

371881

Page: 1

Release Method: Hard Copy

Release Date: 12/10/2020

Created Date: 12/10/2020

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing Manager  
Phone: 630-942-2238  
Fax: 630-942-2417  
Email: Lisa.Haegel@cod.edu

**APPROVED**  
**01/05/21 - CYNTHIA SIMS**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 682908

Requisitioner Name(s): Lisa Haegel

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	NACEP Annual Membership Renewal	\$560.00	\$560.00
Deliver To: Haegel, Lisa						
Sub Total: \$						560.00
Total: \$						560.00
Account Code Summary						
Account Code	Account Description					Amount
01-20-00374-5406002						\$560.00

**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 [acctpays@cod.edu](mailto: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](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

If you're having trouble viewing this email, you may [see it online](#)

### Membership Renewal Invoice

Dear Lisa Haegele,

Thank you for completing the membership renewal form for 2021. Please complete your renewal by mailing your \$560.00 payment to:

NACEP, Inc,  
P.O. Box 578  
Chapel Hill, NC 27514

NACEP is a 501(c)(3) tax-exempt corporation. A [signed W-9](#) is available for download. We'll notify you as soon as we receive your payment. Please contact me if you need any assistance processing payment.

Sincerely,

Jameka

*Jameka Eubanks, Office Administrator*  
**National Alliance of Concurrent Enrollment Partnerships (NACEP)**  
*Advancing quality college courses for high school students*  
P.O. Box 578, Chapel Hill, NC 27514  
(919) 593-5205  
<http://www.nacep.org>

#### INVOICE FOR MEMBERSHIP DUES

<b>Account ID:</b>	7438
<b>Date:</b>	12/04/2020
<b>Organization:</b>	College Of Dupage
<b>Period:</b>	January 1, 2021 - December 31, 2021
<b>Membership Type:</b>	Post-Secondary Institution
<b>Total Amount:</b>	\$560.00

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From: haegelel@cod.edu  
Sent: Thu Dec 10 10:29:48 CST 2020  
To: invoicing@cod.edu  
CC:  
Subject: membership renewal  
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Hello,

Please let me know if you have the necessary information to process payment for the membership renewal.

Thank you!

Lisa

Lisa Haegele  
Dual Credit/Dual Enrollment Manager  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
630-942-3692  
haegelel@cod.edu

**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**

371881

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**Created Date:** 12/10/2020

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From: cruseb199@cod.edu  
Sent: Thu Dec 10 14:47:54 CST 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: JCCC  
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**From:** Haegele, Lisa <haegelel@cod.edu>  
**Sent:** Thursday, December 10, 2020 2:31 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** RE: JCCC

Hi, Bethany

Invoice is attached.

Thank you!

Lisa

**From:** Cruse, Bethany <cruseb199@cod.edu>  
**Sent:** Thursday, December 10, 2020 12:43 PM  
**To:** Haegele, Lisa <haegelel@cod.edu>  
**Subject:** JCCC

Hi Lisa,  
We need a vendor invoice for this, please submit.  
Thanks

Bethany Cruse  
AP Lead  
College Of DuPage  
630-942-4294