

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086106

Vendor Name: ICCTA

Invoice Number: 7575

Invoice Date: 12/01/20

PO Number: P0371966

Check Number: E0082891

Check Amount: \$ 18,750.00

Check Date: 01/12/2021

Department ID: 00813

Reviewer Name:

Voucher Number: V0657706

Redaction Type: None

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

Document Below



Illinois Community College Trustees Association

401 E. Capitol Avenue, Suite 200 * Springfield, Illinois 62701-1711
217-528-2858 (phone) * 217-528-8662 (fax)
ICCTA@communitycolleges.org (e-mail)
www.communitycolleges.org (web site)

DUES RENEWAL NOTICE

2nd Installment

College of DuPage
Attn: Dr. Brian Caputo
425 Fawell Boulevard
Glen Ellyn, IL 60137

AP VERIFIED
01/06/21 - BETHANY CRUSE

Account No.: 01-90-00813-5406002

P.O.:

Invoice #	Date	Terms
7575	12/1/2020	Due on receipt

Description	Amount
FY21 Illinois Community College Trustees Association Dues (ICCTA) - 2nd Half	18,750.00
Approved by: <i>Wendy McCambridge</i>	
Approved by: <i>Brian W. Caputo</i>	
<i>Thank you for your continuing support!</i>	
Total	\$18,750.00

*Please make check payable to ICCTA and mail to address printed above.
If you would like to set up Electronic Deposit, please contact Stephanie at
sspann@communitycolleges.org.*

From: Stephanie Spann <sspann@communitycolleges.org >
Sent: Mon Dec 21 12:58:39 CST 2020
To: invoicing@cod.edu
CC:
Subject: PO# 371966 for Invoice #7575

Please find attached a copy of PO 371966 for invoice #7575. The invoice approved by Dr. Caputo & Ms. McCambridge is also attached.

Thank you.

Stephanie

Stephanie Spann, CAE
Finance Director
Phone: 217-528-2858 ext. 102
Website: www.communitycolleges.org

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[attachment: Po No. 371966.pdf]

[attachment: Invoice 7575 for 2nd Installment Membership Dues.pdf]

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

371966

Page: 1

Release Method: Hard Copy

Release Date: 12/21/2020

Created Date: 12/21/2020

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

1086106
ICCTA
Il Comm College Trustees Assn
401 E. Capitol Ave Ste #200
Springfield, IL 62701-1711
Attn: VENA

Phone: 217-528-2858
Fax:

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: Carrillo, Erin

PO Created By: Casey, Kevin

Purchase Order Comments:

Invoice #7575
Invoice Date: 12/1/20

Requisition Number(s): 682961

Requisitioner Name(s): Erin Carrillo

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Board of Trustees Dues - Second Half	\$18,750.00	\$18,750.00

Deliver To: Carrillo, Erin

Sub Total: \$ 18,750.00

Total: \$ 18,750.00

Account Code Summary

Account Code	Account Description	Amount
01-90-00813-5406002		\$18,750.00

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.
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

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

371966

Page: 2**Release Method:** Hard Copy**Release Date:** 12/21/2020**Created Date:** 12/21/2020*** Confirming Purchase Order ***

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