

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1213269
Vendor Name: Board of Trustees of Souther I
Invoice Number: 21W1100101/UTE
Invoice Date: 02/01/21
PO Number: PO372872
Check Number: 0279017
Check Amount: \$ 375.00
Check Date: 04/13/2021
Department ID: 00434
Reviewer Name: None
Voucher Number: V0665572
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Schlosser, Maryellen <schlosserm473@cod.edu >
Sent: Thu Mar 18 09:00:20 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Request for Payment

Hello,

Please see attached request for payment. Invoice # 21W1100101 PO#372872 .

Any questions, please contact me.

Thank you.

Best Regards,



Maryellen Schlosser, Client Liaison
Business Development Center at College of DuPage
Illinois Small Business Development Center
535 Duane Street, Office 233 Glen Ellyn, IL 60137
E: bdc@cod.edu

[attachment: College of DuPage_SBDC Invoice.pdf]
[attachment: IESBGA Renewal 2021 PTAC College of DuPage.pdf]
[attachment: IESGBA-ITC-2021.pdf]
[attachment: 3061633.pdf]



Jackie Welch, Association Manager- Conference and Scheduling Services
1255 Lincoln Drive - Mail Code 6705 • Southern Illinois University • Carbondale, IL 62901
Phone: 618/536-7751 • Fax: 618/453-5680 • jackiew@siu.edu

Ute Westphal
Illinois SBDC at College of DuPage
535 Duane St
Glen Ellyn, IL 60137

Dear Director/Designated Representative:

The *Illinois Entrepreneurship and Small Business Growth Association* (IESBGA) would like to invite your organization to renew your association membership at this time. A membership in IESBGA provides the following benefits to you and your employees:

1. Expand your access to resources for your clients, business or organization.
2. Reduced registration fees for all employees in your organization that attend an annual professional development conference to expand their skills. Featured speakers include statewide and national experts on small business issues.
3. Orientation for new members at conference.
4. The opportunity (voluntary) to earn certification as a “Certified Business Development Advisor.”

Membership in IESBGA is listed as either a *Regular Member* or as an *Associate Member*. Regular membership is open to small business and entrepreneurship support organizations operating under cooperative agreement with the Illinois Department of Commerce and Economic Opportunity and other not-for-profit organizations that are primarily engaged in small business development activities or provide small business development assistance in the state of Illinois. Associate membership is available to other not-for-profit and for-profit organizations or individuals who serve as resource providers and referral sources for the not-for-profit small business development organizations but are not eligible as regular members. The only difference between your center/organization’s listing as a Regular Member versus an Associate Member is that the Regular Membership gives your center/organization one vote in all IESBGA elections.

Your center/organization membership will be in the name of your individual center/organization and all employees listed on your application will be granted the benefits listed above. The annual membership fee is \$125 and will be effective for the 2021 calendar year. To renew your membership, please complete the attached membership application form and return to the Association Manager’s office at the address listed above. If your center’s name, address or staff has changed, please correct the information on the membership application form.

Thank you,

IESBGA Coordinating Council



Jackie Welch, Association Manager- Conference and Scheduling Services
1255 Lincoln Drive - Mail Code 6705 • Southern Illinois University • Carbondale, IL 62901
Phone: 618/536-7751 • Fax: 618/453-5680 • jackiew@siu.edu

2021 Membership Renewal Application
January 1, 2021 - December 31, 2021

21W1100101

Ute Westphal
Illinois SBDC at College of DuPage
535 Duane St
Glen Ellyn, IL 60137

I am requesting that my organization be accepted as a:

☒ **Regular** member/\$125 per calendar year ☐ **Associate** member/\$125 per calendar year

Our Center is a:

☒ SBDC - \$125.00 ☐ SBDC ITC - \$125.00 ☐ PTAC - \$125.00

☐ Other: _____

PAYMENT METHOD:

☐ **Check** (Make checks payable to SIUC and enclose this form with the check.)

☐ **Credit Card:** ☐ **Visa** ☐ **Discover** ☐ **MasterCard**

Name on Card: _____ CVC: _____

Card Number: _____ Exp. Date: _____

Signature: _____

Email Address (for receipt): _____

Individuals identified in your organization under this membership are:

Director or Designated Representative:

Name: Ute Westphal

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: westphalu@cod.edu

Please register additional individuals on the next page.

Additional individuals under this center's/organization's membership:

Name: Douglas Voegtle

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: voegtled@cod.edu

Name: Genie Bautista

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: bautistag@cod.edu

Name: Hilary Burkinshaw

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: burkinshawh@cod.edu

Name: _____

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: _____

If additional names are required, please include a separate sheet.

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

372872

Page: 1

Release Method: Hard Copy

Release Date: 03/18/2021

Created Date: 03/18/2021

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

1213269
Board of Trustees of Souther Illinois University
1216 Douglas Dr.
Conference Services,
Carbondale, IL 62901
Attn: Jackie Welch

Phone: 618-536-7751
Fax:

Ship To:

College of DuPage Business Development Center
535 Duane St
Office 233
Glen Ellyn, IL 60137
General, Delivery

Phone: 630-942-2600
Fax: 630-505-4931

Deliver To: Schlosser, Maryellen

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice #21W1100101
Ute Westphal, Rita Haake & Jean Lin
January 1, 2021 - December 31, 2021

Requisition Number(s): 684254

Requisitioner Name(s): Maryellen Schlosser

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		3	Each	IESBGA Membership Renewal 2021	\$125.00	\$375.00

Deliver To: Schlosser, Maryellen

Sub Total: \$ 375.00

Total: \$ 375.00

Account Code Summary

Account Code	Account Description	Amount
01-40-00434-5406002		\$375.00

Terms and Conditions:

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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.

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

372872

Page: 2**Release Method:** Hard Copy**Release Date:** 03/18/2021**Created Date:** 03/18/2021*** Confirming Purchase Order ***

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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Invoice Date: 02/10/21
PO Number: PO372872
Check Number: 0279017
Check Amount: \$ 375.00
Check Date: 04/13/2021
Department ID: 00434
Reviewer Name: None
Voucher Number: V0665573
Redaction Type: None
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Business Development Center at College of DuPage
Illinois Small Business Development Center
535 Duane Street, Office 233 Glen Ellyn, IL 60137
E: bdc@cod.edu

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[attachment: IESGBA-ITC-2021.pdf]
[attachment: 3061633.pdf]

INVOICE

21W1100101 PO#372872

Qty	Description	Unite Price	Line Total
1	2021 IESBGA Membership Renewal January 1, 2021 - December 31, 2021	\$125.00	\$125.00
<div style="border: 2px solid green; padding: 10px; display: inline-block;"> APPROVED 03/18/21 RITA HAAKE </div>			
Total			\$125.00

Jackie Welch, Association Manager- Conference Services
1255 Lincoln Drive - Mail Code 6705 • Southern Illinois University • Carbondale, IL 62901
Phone: 618/536-7751 • Fax: 618/453-5680 • jackiew@siu.edu



Jackie Welch, Association Manager- Conference and Scheduling Services
1255 Lincoln Drive - Mail Code 6705 • Southern Illinois University • Carbondale, IL 62901
Phone: 618/536-7751 • Fax: 618/453-5680 • jackiew@siu.edu

Jean Lin
Illinois SBDC ITC at College of DuPage
535 Duane St
Glen Ellyn, IL 60137

Dear Director/Designated Representative:

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1. Expand your access to resources for your clients, business or organization.
2. Reduced registration fees for all employees in your organization that attend an annual professional development conference to expand their skills. Featured speakers include statewide and national experts on small business issues.
3. Orientation for new members at conference.
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Thank you,

IESBGA Coordinating Council



Jackie Welch, Association Manager- Conference and Scheduling Services
1255 Lincoln Drive - Mail Code 6705 • Southern Illinois University • Carbondale, IL 62901
Phone: 618/536-7751 • Fax: 618/453-5680 • jackiew@siu.edu

2021 Membership Renewal Application
January 1, 2021 - December 31, 2021

21W1100101

Jean Lin
Illinois SBDC ITC at College of DuPage
535 Duane St
Glen Ellyn, IL 60137

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☒ **Regular** member/\$125 per calendar year ☐ **Associate** member/\$125 per calendar year

Our Center is a:

☐ SBDC - \$125.00 ☒ SBDC ITC - \$125.00 ☐ PTAC - \$125.00
☐ Other: _____

PAYMENT METHOD:

☒ **Check** (Make checks payable to SIUC and enclose this form with the check.)

☐ **Credit Card:** ☐ **Visa** ☐ **Discover** ☐ **MasterCard**

Name on Card: _____ CVC: _____

Card Number: _____ Exp. Date: _____

Signature: _____

Email Address (for receipt): _____

Individuals identified in your organization under this membership are:

Director or Designated Representative: Jean Lin

Address: (if different from above) _____

Phone: 630-942-3041 Fax: _____

Email: lini@cod.edu

Additional individuals under this center's/organization's membership:

Name: _____

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: _____

Name: _____

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: _____

Name: _____

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: _____

Name: _____

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: _____

If additional names are required, please include a separate sheet.

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

372872

Page: 1

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Phone: 618-536-7751
Fax:

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College of DuPage Business Development Center
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Office 233
Glen Ellyn, IL 60137
General, Delivery

Phone: 630-942-2600
Fax: 630-505-4931

Deliver To: Schlosser, Maryellen**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Invoice #21W1100101
Ute Westphal, Rita Haake & Jean Lin
January 1, 2021 - December 31, 2021

Requisition Number(s): 684254**Requisitioner Name(s):** Maryellen Schlosser

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		3	Each	IESBGA Membership Renewal 2021	\$125.00	\$375.00

Deliver To: Schlosser, Maryellen**Sub Total: \$** 375.00**Total: \$** 375.00**Account Code Summary**

Account Code	Account Description	Amount
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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

372872

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Business Development Center at College of DuPage
Illinois Small Business Development Center
535 Duane Street, Office 233 Glen Ellyn, IL 60137
E: bdc@cod.edu

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Jackie Welch, Association Manager- Conference and Scheduling Services
1255 Lincoln Drive - Mail Code 6705 • Southern Illinois University • Carbondale, IL 62901
Phone: 618/536-7751 • Fax: 618/453-5680 • jackiew@siu.edu

2021 Membership Renewal Application
January 1, 2021 - December 31, 2021

21W1100101

Rita Haake
Illinois PTAC at College of DuPage
535 Duane St
Glen Ellyn, IL 60137

I am requesting that my organization be accepted as a:

☒ **Regular** member/\$125 per calendar year ☐ **Associate** member/\$125 per calendar year

Our Center is a:

☐ SBDC - \$125.00 ☐ SBDC ITC - \$125.00 ☒ PTAC - \$125.00
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Name on Card: _____ CVC: _____

Card Number: _____ Exp. Date: _____

Signature: _____

Email Address (for receipt): _____

Individuals identified in your organization under this membership are:

Director or Designated Representative: Rita Haake _____

Address: (if different from above) _____

Phone: 630.942.2616 Fax: _____

Email: haaker@cod.edu _____

Additional individuals under this center's/organization's membership:

Name: Ileen Kelly _____

Address: (if different from above) _____

Phone: 630.942.2184 _____ Fax: _____

Email: kellyi421@cod.edu _____

Name: _____

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: _____

Name: _____

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: _____

Name: _____

Address: (if different from above) _____

Phone: _____ Fax: _____

Email: _____

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1216 Douglas Dr.
Conference Services,
Carbondale, IL 62901
Attn: Jackie Welch

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Ship To:

College of DuPage Business Development Center
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Glen Ellyn, IL 60137
General, Delivery

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Fax: 630-505-4931

Deliver To: Schlosser, Maryellen

PO Created By: Dando, Anne Marie

Purchase Order Comments:

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Ute Westphal, Rita Haake & Jean Lin
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