

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1626807  
Vendor Name: International Joint Commission  
Invoice Number: P0372803  
Invoice Date: 03/15/21  
PO Number: P0372803  
Check Number: 0279127  
Check Amount: \$ 357.76  
Check Date: 04/13/2021  
Department ID: 00276  
Reviewer Name:  
Voucher Number: V0665484  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

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:**

1626807  
International Joint Commission  
2025 Woodlane Dr  
Saint Paul, MN 55125

Attn: Laurie Timp

Phone: 214-473-8057

Fax:

**Check Enclosed Request for Jessica Lang**  
**Vendor requires payment prior to rendering**  
**services 3/15/21 and**

**PURCHASE ORDER**

372803

**Page:** 1

**Release Method:** Hard Copy

**Release Date:** 03/15/2021

**Created Date:** 03/15/2021

**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: Mitzi Thomas HSC 1220

**AP VERIFIED**

**03/18/21 - BETHANY CRUSE**

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

**Purchase Order Comments:**

ID:186417 includes 12 complimentary CE's  
LS-6CE12

**Requisition Number(s):** 684210

**Requisitioner Name(s):** Jessica Lang

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Learning Systems	\$350.00	\$350.00
Deliver To: Mitzi Thomas, HSC 1220						
2		1	Each	Shipping	\$7.76	\$7.76
Deliver To: Mitzi Thomas, HSC 1220						
<b>Sub Total: \$</b>						<b>357.76</b>
<b>Total: \$</b>						<b>357.76</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00276-5401002		\$357.76

**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

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From: Dando, Anne Marie <dandoa@cod.edu>  
Sent: Mon Mar 15 17:23:22 CDT 2021  
To: invoicing@cod.edu  
CC: langj@cod.edu  
Subject: Check Enclosed Request PO#372803 - Jessica Lang 3-15-21 amd.pdf  
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Hello,

The attached purchase order and check enclosed has been ordered by Jessica Lang. Kindly work directly with her as needed.

Thank you.

Best,

Anne Marie Dando

*Procurement Services Assistant*



425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: ( 630) 942.2813 | [dandoa@cod.edu](mailto:dandoa@cod.edu)

**[Click Here for current bids/Rfps!](#)**

**[COD: Check out our Team Site!](#)**

[attachment: Check Enclosed Request PO#372803 - Jessica Lang 3-15-21 amd.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  
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.

**PURCHASE ORDER**

372803

**Page:** 2**Release Method:** Hard Copy**Release Date:** 03/15/2021**Created Date:** 03/15/2021



2025 Woodlane Drive, St. Paul, Minnesota 55125-2998  
651-731-2944 • 800-284-3937 • 651-731-0410 Fax

jcahpo@jcahpo.org • www.jcahpo.org

## Quote

DATE: February 19, 2021

FOR:

ID 186417

PO #: 372803

**Bill To:**

College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

DESCRIPTION	Qty	Price Each	AMOUNT
Learning Systems w/12 Complimentary CE's LS-6CE12	1	\$350.00	\$350.00
Shipping			\$7.76
Payment must be sent before product is sent out Please include a copy of this invoice with payment. Thank You.			
TOTAL			\$ 357.76

**Payment Information:**

Check / Money Order: Please make checks payable to JCAHPO. Checks must be drawn on a U.S. bank.

**Credit Card:**

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Cardholder's Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Name as it appears on credit card. (Please print)

\_\_\_\_\_  
Cardholder's Address

\_\_\_\_\_  
Cardholder's Signature

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From: Dando, Anne Marie <dandoa@cod.edu>  
Sent: Mon Mar 15 19:31:05 CDT 2021  
To: invoicing@cod.edu  
CC: langj@cod.edu  
Subject: FW: Check Enclosed Request PO#372803 - Jessica Lang 3-15-21 amd.pdf  
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Hello,

My apologies. Kindly address the envelop to the attention of:

Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO)  
Attn: Laurie Timp  
2025 Woodlane Drive  
St. Paul, MN 55125

This is the address that is in Colleague. Laurie Timp is the contract person for this division.

Thank you!

Best,

Anne Marie Dando  
*Procurement Services Assistant*



425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA  
T: ( 630) 942.2813 | [dandoa@cod.edu](mailto:dandoa@cod.edu)

[Click Here for current bids/Rfps!](#)  
**COD: Check out our Team Site!**

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**From:** Dando, Anne Marie  
**Sent:** Monday, March 15, 2021 5:23 PM  
**To:** Invoicing <invoicing@cod.edu>  
**Cc:** Lang, Jessica <langj@COD.EDU>  
**Subject:** Check Enclosed Request PO#372803 - Jessica Lang 3-15-21 amd.pdf

Hello,

The attached purchase order and check enclosed has been ordered by Jessica Lang. Kindly work directly with her as needed.

Thank you.

Best,