

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1631398
Vendor Name: Gateway Foundation Inc
Invoice Number: 0001
Invoice Date: 05/17/21
PO Number: P0374234
Check Number: 0282289
Check Amount: \$ 750.00
Check Date: 06/22/2021
Department ID: 00197
Reviewer Name: Anabel Cruz
Voucher Number: V0679816
Redaction Type: None
Document Type: AP Invoice

Document Below



To: College of DuPage
Behavioral/Social Sciences
425 Fawell Blvd.
Glen Ellyn, IL. 60137

From: Gateway Foundation Inc.
400 Mercy Lane
Aurora, IL. 60506

Invoicing Date: 5/17/2021
INVOICE: 0001
Total Due: \$750.00

Training : Implications of COVID on SUD in the Community
Provided by: Jim Scarpace on 5/7/2021

APPROVED

06/08/21 - MARIANNE HUNNICUTT

Please send payment to:

Gateway Foundation
3204 Eagle Way
Chicago, IL 60678

INVOICE REVIEWED

OKAY TO PAY

ANABEL CRUZ 06/08/21

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tue May 18 15:37:32 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: [External] RE: Attached Document

From: Donna Butler <djbutler@gatewayfoundation.org >
Sent: Tuesday, May 18, 2021 3:11 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Cruz, Anabel <cruza251@cod.edu>
Subject: RE: [External] RE: Attached Document

See attached. Let me know if you need anything else. Thank you.

Donna J. Butler
Business Manager

Gateway Foundation | Addiction Medicine. Saving Lives.
400 Mercy Lane. | Aurora, IL. 60506
p 630.966.7400 ext. 7403
f 630.897.0327

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[Facebook](#) | [Twitter](#) | [YouTube](#) | [Blog](#) | [recovergateway.org](#)

From: Zerrudo, Maria [<mailto:zerrudom@cod.edu>]
Sent: Tuesday, May 18, 2021 3:01 PM
To: Donna Butler
Cc: Cruz, Anabel
Subject: RE: [External] RE: Attached Document

Thank you, but we need that number on the invoice please
We need that on the invoice for the auditors

Thank you

From: Donna Butler <djbutler@gatewayfoundation.org >
Sent: Tuesday, May 18, 2021 2:59 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Cruz, Anabel <cruza251@cod.edu>
Subject: [External] RE: Attached Document

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Invoice 0001

Donna J. Butler
Business Manager

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[Facebook](#) | [Twitter](#) | [YouTube](#) | [Blog](#) | [recovergateway.org](#)

From: Zerrudo, Maria [<mailto:zerrudom@cod.edu>]

Sent: Tuesday, May 18, 2021 2:48 PM

To: Donna Butler

Cc: Cruz, Anabel

Subject: Attached Document

Hi Donna,

Thank you for the attached document.

In the process of vouchering, it was noticed, that there is no invoice number provided on the attached pdf. It is important for AP to ensure that it is properly documented and for accounting purposes to have an invoice number.

Please provide an invoice number and email to invoicing@cod.edu
Sorry for the inconvenience.

Thanks

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

This message and any attachments are solely for the intended recipient and may contain confidential

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[attachment: COD-Invoice.xls]



From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Tue Jun 08 11:58:24 CDT 2021
To: invoicing@cod.edu
CC: cruza251@cod.edu
Subject: Check Enclose Request PO#374234 - Anabel Cruz 6-8-21.pdf

Hello,

The attached purchase order and check enclosed has been ordered by Anabel Cruz. Invoice is to accompany check.

Kindly work directly with Anabel should there be any questions.

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

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

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

[attachment: Check Enclose Request PO#374234 - Anabel Cruz 6-8-21.pdf]



College of DuPage

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:

1631398
Gateway Foundation Inc
55 E Jackson Blvd Ste 1500
Chicago, IL 60604

Attn: Jim Scarpace

Phone: 630-966-7447

Fax:

Check Enclosed Request - Anabel Cruz

6/8/21 amd

PURCHASE ORDER

374234

Page: 1

Release Method: Hard Copy

Release Date: 06/08/2021

Created Date: 06/08/2021

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: Andrea Polites

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Inv:0001

Requisition Number(s): 685485

Requisitioner Name(s): Anabel Cruz

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	90 minute presentation @ Human Services SP21 Symposium	\$750.00	\$750.00
Deliver To: Andrea Polites						
						Sub Total: \$ 750.00
						Total: \$ 750.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00197-5501002		\$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 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

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

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

374234

Page: 2

Release Method: Hard Copy

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