

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1621955
Vendor Name: Community Unit District No 203
Invoice Number: PO374205
Invoice Date: 06/30/21
PO Number: P0374205
Check Number: 0282892
Check Amount: \$ 4,375.00
Check Date: 07/13/2021
Department ID: 04400
Reviewer Name: None
Voucher Number: V0689191
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Jursinic, Maki <jursinicm@cod.edu>
Sent: Wed Jun 30 08:48:42 CDT 2021
To: invoicing@cod.edu
CC:
Subject: PO374205

From: Marypat Shea <mshea@naperville203.org>
Sent: Wednesday, June 30, 2021 8:45 AM
To: Jursinic, Maki <jursinicm@cod.edu>; Jill Hlavacek <jhlavacek@Naperville203.org>
Cc: Zawlocki, April <zawlockia@cod.edu>
Subject: RE: [External] RE: Invoice for SEPI grant payment

Hi Maki

Thank you so much for your help! I have attached an invoice for PO 374205. Please let me know if I am missing anything ☺

Marypat Shea
Naperville District 203
Grant Manager
Learning Services
630.548.4450
mshea@naperville203.org

From: Jursinic, Maki <jursinicm@cod.edu>
Sent: Tuesday, June 29, 2021 1:23 PM
To: Marypat Shea <mshea@naperville203.org>; Jill Hlavacek <jhlavacek@Naperville203.org>
Cc: Zawlocki, April <zawlockia@cod.edu>
Subject: RE: [External] RE: Invoice for SEPI grant payment

CAUTION: This e-mail originated outside of Naperville 203. **DO NOT** click links or open attachments unless you confirm the incoming address of the sender and know the content is safe.

Marypat,

I am looking for an invoice from Naperville203 for the work your group performed for SEPI grant. We budgeted \$4,375 to pay you. Are you not aware of it?

From: Marypat Shea <mshea@naperville203.org>
Sent: Tuesday, June 29, 2021 1:17 PM
To: Jursinic, Maki <jursinicm@cod.edu>; Jill Hlavacek <jhlavacek@Naperville203.org>
Subject: [External] RE: Invoice for SEPI grant payment

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.

Good afternoon,

I am a bit confused, what exactly are you looking for? Do you need a spreadsheet on how we are spending the funds?

From: Jursinic, Maki <jursinicm@cod.edu>

Sent: Tuesday, June 29, 2021 11:23 AM

To: Jill Hlavacek <jhlavacek@Naperville203.org>

Cc: Marypat Shea <mshea@naperville203.org>

Subject: FW: Invoice for SEPI grant payment

Importance: High

APPROVED
07/06/21 - LISA STOCK

CAUTION: This e-mail originated outside of Naperville 203. **DO NOT** click links or open attachments unless you confirm the incoming address of the sender and know the content is safe.

Hi Jill,

I sent this email to Marypat last week, regarding your invoice to SEPI grant work. I haven't heard from Marypat and we are closing our fiscal year very soon. Can you please tell me who I need to contact so COD can receive your invoice on time?

Thank you.

Maki

From: Jursinic, Maki

Sent: Thursday, June 24, 2021 10:09 AM

To: 'Marypat Shea' <mshea@naperville203.org>

Cc: Zawlocki, April <zawlockia@COD.EDU>

Subject: Invoice for SEPI grant payment

Hello Ms. Marypat,

I am reaching out to you because we have not received your invoice for the SEPI grant activities. We have budgeted \$4,375 to NCUSD203 and the grant ends at 6/30. Would you be able to send the invoice to invoicing@cod.edu in the next week or two? Please also include your PO number "P0374205" in the invoice. If you have any questions please feel free to contact me.

Thank you.

Maki Jursinic, CPA
Accounting Supervisor
College of DuPage
425 Fawell Blvd. Glen Ellyn, IL 60137-6599
Phone: 630-942-3156
Fax: 630-942-2297
jursinicm@cod.edu

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[attachment: SEPI Invoice 06.30.21.pdf]

Invoice

| | |
|---|-----------------|
| PO Number 374205 | 06.30.21 |
| Claim Form | |
| Naperville Community Unit School District 203 203 W. Hillside Naperville, IL 60540 ATTN: Jill Hlavacek | |
| Description | Total |
| SEPI Grant | |
| Development of Education Pathway and endorsements on transcript | \$4,375.00 |
| | |
| Total Due \$4,375.00 | |
| PO 374207 attached | |

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:

1621955
Community Unit District No 203 Dupage
203 W Hillside Rd
Naperville, IL 60540

Attn: Marypat Shea

Phone: 630-548-4450
Fax:

PURCHASE ORDER

374205

Page: 1

Release Method: Hard Copy

Release Date: 06/07/2021

Created Date: 06/07/2021

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: Weiland, Laura J.

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 685836

Requisitioner Name(s): Laura Weiland

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|-------------------------------|---------------------|-----|------|-------------|------------|-------------|
| 1 | | 1 | Each | SEPI Grant | \$4,375.00 | \$4,375.00 |
| Deliver To: Weiland, Laura J. | | | | | | |
| Sub Total: \$ | | | | | | 4,375.00 |
| Total: \$ | | | | | | 4,375.00 |
| Account Code Summary | | | | | | |
| Account Code | Account Description | | | | | Amount |
| 06-10-04400-5309001 | | | | | | \$4,375.00 |

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 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.