

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083619
Vendor Name: Council for Higher Education
Invoice Number: NCA-0162-01-FY22
Invoice Date: 04/15/21
PO Number: P0374250
Check Number: 0282896
Check Amount: \$ 4,870.00
Check Date: 07/13/2021
Department ID: 00781
Reviewer Name:
Voucher Number: V0688250
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Frye, Tracey <fryetr@cod.edu>
Sent: Thu Jun 24 17:31:42 CDT 2021
To: invoicing@cod.edu
CC: sekerkaj@cod.edu
Subject: FW: Check Enclosed Request PO#374250 - Tracey Frye 6-8-21.pdf

Hello!

Can you tell me when payment for the attached will be processed? I had thought it would have gone out with today's distribution.

Thank you!



Tracey Frye
Executive Assistant to the President
College of DuPage
425 Fawell Blvd. | SRC 2135 | Glen Ellyn, IL 60137-6599
phone 630.942.2201 | fax 630.942.2869 | fryetr@cod.edu

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From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Tuesday, June 8, 2021 7:21 PM
To: Invoicing <invoicing@cod.edu>
Cc: Frye, Tracey <fryetr@cod.edu>
Subject: Check Enclosed Request PO#374250 - Tracey Frye 6-8-21.pdf

Hello,

The attached purchase order and check enclosed has been ordered by Tracey Frye.

Check enclosed - please send payment, invoice, and PO to vendor.

Please note remittance address:

Council for Higher Education

P.O. Box 37085

Baltimore, MD 21297-3085

Email: membership@chea.org She has requested the invoice be sent with the check to the address indicated on the invoice.

Thank you.

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

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

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

[attachment: Check Enclosed Request PO#374250 - Tracey Frye 6-8-21.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

Vendor:

1083619
Council for Higher Education
Accreditation
P.o. Box 75387
Baltimore, MD 21275-5387
Attn: Customer Service

Phone: 123-123-1234
Fax:

Check Enclosed Request - Tracey Frye

6/8/21 amd

PURCHASE ORDER

374250

Page: 1

Release Method: Hard Copy

Release Date: 06/08/2021

Created Date: 06/09/2021

Ship To:

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: (630) 942-2217

Fax: (630) 942-3750

Deliver To: Tracey Frye, SRC 2135

3 WAY MATCH

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice: NCA-0162-01-FY22
July 1, 2021 thru June 30, 2022

Requisition Number(s): 685957

Requisitioner Name(s): Tracey Frye

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Annual Renewal of Membership Dues	\$4,870.00	\$4,870.00
Deliver To: Tracey Frye, SRC 2135						
Sub Total: \$						4,870.00
Total: \$						4,870.00

Account Code Summary

Account Code	Account Description	Amount
01-80-00781-5406002		\$4,870.00

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

374250

Page: 2**Release Method:** Hard Copy**Release Date:** 06/08/2021**Created Date:** 06/09/2021

April 15, 2021

Dear CHEA Member:

Your membership in the Council for Higher Education Accreditation (CHEA) is very important to your institution because the public, state and federal governments, families and students require assurances of academic quality and accountability. CHEA, through its focused purpose, provides assurances through recognition of accreditors who meet CHEA's rigorous standards and are committed to supporting continuous improvements of your institution. CHEA-recognized accreditors provide those assurances of quality and accountability for your institution.

CHEA is the only national organization focused exclusively on accreditation and quality assurance. With a new administration and a new majority in the Senate, CHEA's work and advocacy are needed to ensure that institutions have the autonomy to identify quality matrices and present their work through appropriate data.

CHEA's advocacy for accreditation and quality assurance on your behalf is necessary and continuous. We work every day to assure that the views of accredited colleges and universities are heard in any discussion on higher education quality. We also make sure that you stay informed on the latest news and information affecting accreditation. Benefits of and services for CHEA membership include:

- Representation and advocacy for institutions' autonomy in defining quality through accreditation
- Recognition of approximately 60 U.S. institutional and programmatic accreditors
- The CHEA online *Database* that lists accredited institutions and programs (*marketing source for colleges and universities*)
- University leadership Summer Roundtable (*exclusive no cost for members*)
- Annual CHEA and CHEA International Quality Group Conference (*discounted registration*)
- The CHEA Fellows Program for graduate students (*exclusive for members*)
- The CHEA *Almanac*, a sourcebook of information on external quality review
- The *Federal Update*, *Accreditation in the News*, *International QA in the News* and *Inside Accreditation* (*articles, reports, op-eds and reviews about quality assurance in the United States and around the world*)
- Publication of feature articles from member institutions
- Webinars on accreditation and quality assurance-related issues (*no cost for members*)

This year, because of your ongoing CHEA membership, there is no dues increase for your institution. It is our way of showing our appreciation for your membership during what was a challenging year for all of us.

Attached is your invoice for 2021-2022 dues. Please take a few minutes to complete and return this invoice by mail or fax or use the [membership renewal form](#) found on the CHEA website.

Please visit the CHEA website (www.chea.org) or contact us if we can provide any additional information or accreditation services. Thank you for your support and we look forward to working with you in the year ahead.

Sincerely,



Cynthia Jackson-Hammond
President

Council for Higher Education Accreditation

Address: P. O. Box 37085
Baltimore, MD 21297-3085
Phone: 202-955-6126
Fax: 202-915-0818
Inquiries: membership@chea.org



April 15, 2021

BILL TO:

College of DuPage
Dr. Brian Caputo
President
425 Fawell Boulevard
Glen Ellyn, IL 60137-6599
United States

CHEA INVOICE #: NCA-0162-01-FY22

DUES AMOUNT: \$4,870
First Invoice

ANNUAL INSTITUTIONAL MEMBERSHIP July 1, 2021 to June 30, 2022

PAY ONLINE via Credit Card: (We accept MasterCard, Visa, Discover, and American Express)
Go to <https://www.chea.org/renew> find your institution's invoice using the following
Login Colle757 and Password 757

CHECK: Please be sure to include the invoice number (above) on the check and remit to the address above.

FAX: Enter credit card information below and fax to 202-915-0818:

Payment Amount: \$ _____

Credit Card Number: _____ Expiration Date: _____/_____/_____

Security Code: _____ (3-digit code on MasterCard, Visa and Discover; 4-digit code on American Express)

Cardholder's Name: _____

Billing Address: _____ Zip Code: _____

Cardholder's Signature: _____

Email for Receipt: _____

ELECTRONIC PAYMENT:

Wiring Instructions:

Bank name: BB&T
Bank Address: 1909 K St NW WDC 20006
ABA Routing #: 054001547
Acct Name: Council for Higher Education Accreditation (CHEA)
Acct Number: 0005163200998
SWIFT code: BRBTUS33
CHIPS participant #: 0160

ACH Instructions:

Bank Name: BB&T
Bank ACH routing #: 054001547
Acct Name: Council for Higher Education Accreditation (CHEA)
Acct Number: 0005163200998

Remittance Email: membership@chea.org

PURCHASE ORDER: Fax copy of purchase order to 202-915-0818.

CHEA FEDERAL I.D. NUMBER: 52-1994352

For billing questions, please call 202-955-6126 or email membership@chea.org.

Membership Contact Information Update

CHEA requests that you provide the following contacts for your school below, Chief Executive Officer, Chief Financial Officer, Chief Academic Officer, Accreditation Liaison Officer and the Government Affairs Officer (you can fill out a form online [here](#))

CEO Prefix: _____
Name: _____
Title: _____
Email: _____

CFO Prefix: _____
Name: _____
Title: _____
Email: _____

CAO Prefix: _____
Name: _____
Title: _____
Email: _____

ALO Prefix: _____
Name: _____
Title: _____
Email: _____

GOV Prefix: _____
Name: _____
Title: _____
Email: _____