

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1083341

Vendor Name: Crain's Chicago Business

Invoice Number: I00187213

Invoice Date: 06/17/21

PO Number:

Check Number: 0282898

Check Amount: \$ 4,379.00

Check Date: 07/13/2021

Department ID: 00774

Reviewer Name:

Voucher Number: V0688095

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Gonzales, Sandra <gonzaless33929@cod.edu>
Sent: Wed Jun 23 13:46:05 CDT 2021
To: acctpay@cod.edu,invoicing@cod.edu
CC: dudajen@cod.edu
Subject: Crain's Ad check request

Hello,

Attached please find a contract-affiliated check request and supporting documentation for you review and processing.

Thank you.

Sandra

Sandra Gonzales, Administrative Assistant

Community Engagement | Marketing and Communications

College of DuPage | 425 Fawell Blvd., | IRC 1045-1 | Glen Ellyn, IL 60137

[attachment: Crain's Ad Check Request.pdf]

College of DuPage - Accounts Payable

Check Request Form

revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 6/21/2021
Vendor ID: 1083341A

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
100187213	01	40	00774	5407001	Advertising Exps	\$ 4,379.00

Grand Total \$ 4,379.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign



We, the undersigned, hereby certify that the goods/services for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.



We, the undersigned, hereby certify that the goods/services for which payment is herein requested, have not been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Crain Communications, Inc.

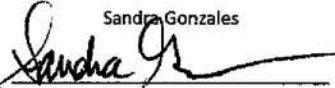
Other
Instructions:



Payee Address: 29588 Network Place
Chicago, IL 60673-1295

Description on Check:

CBC Display General Counsels Ad on 6/7/21

Approvals:

Prepared By: Sandra Gonzales
Signature: 
Payment Due: _____
Board Approved Date: _____

Approved By: Jennifer Duda Date: 6.22.21
Signature: 
Approved By: Wendy E. Parks Date: 6.23.21
Signature: 
Approved By Division VP: Wendy Parks Date: _____
Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

**INVOICE**

Invoice No: I00187213
Invoice Date: 06/17/21
Page: 1 of 1

CRAIN

Crain Communications Inc
29588 Network Place
Chicago, IL 60673-1295
Fed I.D. #:36-0708800

Make checks payable to: Crain Communications Inc or Crain's Chicago Business

For questions please contact the Credit Department at credit@crain.com or to pay by credit card call (313) 446-1617

COLLEGE OF DUPAGE
Laurette Jorgensen
425 FAWELL BLVD.
GLEN ELLYN IL 60137

Customer: COLLEGE OF DUPAGE

Tearsheet Login Information at esheets.crain.com

ID: 100014288_CCI
Default Password: changeme

Account Number: 100014288

Order Number: 0010117153

jorgensenl@cod.edu

PO#	DESCRIPTION	AMOUNT
	CBC Display General Counsels, Page:20 Half Page Tab, 4 Clr Issue Date: 06/07/21	\$4,379.00
PAY THIS AMOUNT		\$4,379.00

Please detach and return lower portion with your payment

INVOICE #	DATE	CUSTOMER	BRAND	AMOUNT DUE
I00187213	06/17/21	COLLEGE OF DUPAGE	Crain's Chicago Business	\$4,379.00

Payable in USD

Terms: **DUE UPON RECEIPT**

COLLEGE OF DUPAGE
Laurette Jorgensen
425 FAWELL BLVD.
GLEN ELLYN IL 60137

Please return this stub with payment to:

Crain Communications Inc
29588 Network Place
Chicago, IL 60673-1295

ACH Details:

JP Morgan Chase
New York, NY 10004
Account Number: 930737932
ABA/Routing Number: 072000326
Name: Crain Communications Inc. Main Account

Account Number: 100014288

CONTRACT APPROVAL ROUTING FORM

Contract Name	Crains Chicago Insertion Order	Date Initiated	5/17/21
Requester Name	Jen Duda	Requester Phone	X3097
Requester Email Address	dudajen@cod.edu	Requesting Department	Public Relations & Communications
Vendor Company Name	Crains Chicago Business	Vendor Contact Phone	312-550-6249
Vendor Contact Name	Courtney Rush	Vendor Contact Email Address	crush@crain.com
Total Contact Value	\$4379.00	Contract Start Date	6/7/21
FY Budget	\$5000	Contract End Date	6/7/21
Vendor 1 Name	NA	Quote	\$
Vendor 2 Name		Quote	\$
Vendor 3 Name		Quote	\$
Contract Purpose	To place an ad in Crain's Chicago Business Magazine to celebrate that Lilianna Kalin was named to Crain's Notable General Counsel List		

Contract Type: ☐ Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract?

☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (See page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print

Sign & Date

Requester: Jen Duda
Budget Manager: Jen Duda
Dept. Administrator: Wendy Parks

Jennifer Duda Digitally signed by Jennifer Duda
Date: 2021.05.17 15:17:13 -0500
Jennifer Duda Digitally signed by Jennifer Duda
Date: 2021.05.17 15:17:26 -0500
Wendy Parks Digitally signed by Wendy Parks
Date: 2021.05.17 15:45:01 -0500

Submit with contract to contracts@cod.edu when completed

Contract Reviewer Comments

Comments: _____



INSERTION ORDER

☒ NEW ☐ CHANGE ☐ CANCEL

150 N. Michigan Ave, 16th Floor | Chicago, IL 60601

BILLING INFORMATION	
BILL TO <input checked="" type="checkbox"/> Advertiser <input type="checkbox"/> Agency <input type="checkbox"/> Special Instructions	Billing Contact Laurie Jorgensen Billing Address 425 Fawell Blvd. City, State & Zip Glen Ellyn, Illinois 60137 Phone (630) 942-2800 x2755 Email jorgensenl@cod.edu
PAYMENT <input checked="" type="checkbox"/> E-Invoice <input type="checkbox"/> Pre-Pay <input type="checkbox"/> Invoice	
Digital Billed On <input type="checkbox"/> 1st Party <input type="checkbox"/> 3rd Party	
Rate Card 2021	Insertion Type PRINT
Split	Product Code 5000
Special Instructions:	

CONTACT INFORMATION	
Advertiser Name College of DuPage Contact Name Laurie Jorgensen Title Director of Marketing Phone (630) 942-2800 x2755 Email jorgensenl@cod.edu	Agency Name _____ Contact Name _____ Title _____ Phone _____ Email _____
Advertiser <input type="checkbox"/> New Business	Agency <input checked="" type="checkbox"/> Same as Advertiser
Company Name _____ Contact Name _____ Title _____ Phone _____ Email _____	Creative/Materials <input checked="" type="checkbox"/> Same as Advertiser

All print material must be uploaded to <http://ads.crain.com/>

PRINT ORDER DETAILS										
Issue Date(s)	Materials Due	Ad Type/Rate	Section/Position	Freq	Color	Size	Additional Info	Premium	Gross	Net
6/7/21	5/27/21	Notable	Notable General Counsel	1x	4C	1/2 Page ad including company logo - specs for 1/2 page - 10.25" wide x 7" deep. Logo specs: CMYK high-res logo file in EPS or JPG	All ads must be saved in PDF format and all images must be in CMYK color and 300 dpi or greater. Make sure all images are converted to CMYK - RGB ads or ads with RGB images cannot be accepted. Purchase includes Notable General Counsel logo license, logo inclusion in the original Notable feature and 5 copies of the issue			\$4,379.00
									PRINT TOTAL:	\$4,379.00

Special Instructions/Notes:

Notable ads are non-cancellable

Signature: *Eileen M. Roberts*

Title: Interim Vice President, Admin. Affairs

Date: 5.24.2021

Crain's Account Manager:

Courtney Rush | crush@crain.com

Date: 5/11/2021

GENERAL TERMS: The Terms and Conditions on the following page and on the Publisher's Rate Card # referenced above are deemed incorporated in every insertion order tendered to Publisher unless modified by written agreement signed by an officer of the Publisher. Publisher will not be bound by conditions, printed or otherwise, on contracts, order blanks or instructions when such conditions conflict with its policies.

Notable ads, BOOK ads and Custom roundtables are all non- cancellable.

Standard Print Terms and Conditions

Crain Communications Inc ("Publisher") follows the 4A's/IAB Standard Terms and Conditions v. 3.0 (the "IAB Terms"), which terms are fully incorporated in every insertion order for all Crain products, unless otherwise modified by written agreement signed by an officer of Publisher. The IAB Terms are found online at http://www.iab.net/media/file/IAB_4As-tsandcs-FINAL.pdf. Publisher will not be bound by conditions, printed or otherwise, on contracts, order blanks or instructions when such conditions conflict with its policies. The following policies supplement and/or replace any inconsistent items in the IAB Terms:

Closing Dates

The Media Kit and Schedule of Issues contain specific closing dates for each product, and may be subject to change.

Payment Terms – No Cash Discount. All rates are net.

Invoices are dated as of the date of publication. Publisher looks to the advertising agency signing or placing the insertion order for payment; however, Publisher retains that right to hold advertising agency and the advertiser jointly and severally liable for the monies due and payable to Publisher and the agency warrants by signing the Advertising Agreement or submitting the insertion order that it and the advertiser have accepted this responsibility.

Rates are based on the rate card referenced above at the contracted volumes and will be adjusted higher or lower if actual volume varies. Advertising canceled before contract end date will be subject to a short rate charge. "Short Rate" is defined as the difference between the lower contracted discount rate and a non-discounted rate. When the advertiser fails to meet the previously contracted volume of space or frequency, the advertiser will be billed for that difference. Any credits or rebates will expire if not used within 12 months after they are earned.

Print Products

The IAB Terms were written with reference to digital advertising, therefore advertiser agrees that when an insertion order contains advertising for print products, certain terms used in the IAB Terms will have comparable meanings related to print products, as the case may be (e.g., "Properties" or "Sites" shall mean "issue"). Advertiser may cancel a print insertion order without liability if such cancellation is received in advance of the space deadline. Any cancellation received after the space deadline will be invoiced for the full amount of the insertion at the time of cancellation. The Publisher reserves the right to accept or reject or omit any advertising for any reason. No advertising will be accepted which mimics or simulates Publisher's editorial material.

Publisher's Protective Clause

Publisher reserves the right, in its sole discretion, to discontinue operation of any Crain product at any time without notice, or to defer, suspend or cancel the operation, display or distribution of any Crain product, or of the tendered advertising, and shall not be held liable for any failure to display or distribute all or any portion of any Crain product or of the tendered advertising because of labor disputes involving the Publisher or others, electronic transmission problems, errors or omissions of employees or subcontractors, or circumstances beyond its control. Publisher does not guarantee or warrant that any Crain product will be operational, accessible or viewable at all times. Publisher's sole obligation as to any failure or default on its part shall be limited to a prorated refund of its charges paid to it or, at its option, to display the tendered advertising at a later time. "Illinois" is hereby inserted into Section XIV(d) of the IAB Terms.

The Publisher reserves the right to accept or reject or omit any advertising for any reason.

Creative Instructions

All print materials must be submitted to via <http://ads.crain.com/>. Clients will need to create an account on their first upload, once they are logged into the system they can find the step-by-step instructions.