

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1590311
Vendor Name: IACRAO - IL Assoc of Collegiat
Invoice Number: 542
Invoice Date: 05/17/21
PO Number: P0374420
Check Number: 0282935
Check Amount: \$ 620.00
Check Date: 07/13/2021
Department ID: 00457
Reviewer Name: None
Voucher Number: V0687891
Redaction Type: None
Document Type: AP Invoice

Document Below

Illinois Association of Collegiate Registrars and
Admissions Officers
Chris Sayre, IACRAO Treasurer
Associate Registrar
Office of the Registrar
The University of Illinois at Chicago
1200 W Harrison St., 1200 Student Services Building
Chicago, IL 60607

INVOICE 542



APPROVED 06/21/21
CESAR FLORES

College of DuPage

Invoice # 542
Invoice Date 05/17/2021
Invoice Due 06/30/2021

Amount Due \$ 620.00

Transactions

Description	Amount
Membership Renewal - Active Group - College of DuPage - (through June 30, 2022)	\$ 620.00
Jessica Avila-Cuevas	
Tina Brackmann	
Hayley Bradford	
Mary Brew	
Jamie Duggan	
Lori Ebbale	
Cesar Flores	
Kris Garay	
Jean Giedraitis	
Tori Girolamo	
Debbie Henderson	
Priscila Linares	
Luisa Maka	
Steve Myczek	
Sameena Parveen	
Carina Santoyo	
Laura Slater	
Jessica Sosnowski	

5/17/21
APPROVED

PO #374420
6/17/2021

Total Amount	\$ 620.00
Amount Paid	-\$ 0.00
Amount Due	\$ 620.00

From: Maxwell, Barbara <maxwellb@cod.edu>
Sent: Mon Jun 21 10:53:34 CDT 2021
To: invoicing@cod.edu
CC: TWhitted@ssc.edu,taylorg187@cod.edu
Subject: Illinois Association of Collegiate Registrars and Admissions Officers Invoice

Please process the attached invoice.

Thank you

Barb Maxwell
Administrative Assistant
Information Technology Services-SRC 2155
630-942-3756
maxwellb@cod.edu

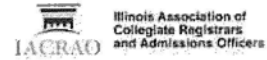


[attachment: College of DuPage IACRAO Invoice -542.pdf]
[attachment: COD PO 374420 IACRAO.pdf]

College of DuPage

Illinois Association of Collegiate Registrars and
Admissions Officers
Chris Sayre, IACRAO Treasurer
Associate Registrar
Office of the Registrar
The University of Illinois at Chicago
1200 W Harrison St., 1200 Student Services Building
Chicago, IL 60607

INVOICE 542



College of DuPage

Invoice # 542
Invoice Date 05/17/2021
Invoice Due 06/30/2021

Amount Due	\$ 620.00
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Transactions

Description	Amount
Gretchen Taylor	
Kiera White	

Total Amount	\$ 620.00
Amount Paid	-\$ 0.00
Amount Due	\$ 620.00

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:

1590311
IACRAO - IL Assoc of Collegiate Registrars and Adm
IACRAO South Suburban College
15800 S State St
South Holland, IL 60473
Attn: Tenial Whitted

Phone: 708-596-2000
Fax:

PURCHASE ORDER

374420

Page: 1

Release Method: Hard Copy

Release Date: 06/17/2021

Created Date: 06/18/2021

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: Gretchen Taylor**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 685880**Requisitioner Name(s):** Barbara Maxwell

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Membership Renewal Active Group College of DuPage through 6/30/22	\$620.00	\$620.00
Deliver To: Gretchen Taylor						
Sub Total: \$						620.00
Total: \$						620.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00457-5406002		\$620.00

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 acctpays@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

374420

Page: 2**Release Method:** Hard Copy**Release Date:** 06/17/2021**Created Date:** 06/18/2021