

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1633468  
Vendor Name: Consortium for Educational Cha  
Invoice Number: INV-2260-A  
Invoice Date: 06/24/21  
PO Number: P0374276  
Check Number: E0085690  
Check Amount: \$ 6,250.00  
Check Date: 07/21/2021  
Department ID: 00789  
Reviewer Name: Barbara Groves  
Voucher Number: V0689878  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Groves, Barbara <grovesb16@cod.edu>  
Sent: Tue Jul 06 11:18:28 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Consortium for Educational Change - Invoice for PO# 374276  
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Hello,

Please process that attached invoice # INV-2260-A for CEC. This is okay to pay.

Thank you,

Barb Groves  
Assistant to the Provost  
**Office of the Provost**  
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)

[attachment: CEC COD\_INV- 2260\_A.pdf]  
[attachment: CEC PO 374276.pdf]

# INVOICE

Date  
June 24, 2021



College of DuPage Faculty Association (CODFA)  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

Invoice Number  
INV-2260-A

6466 W. North Ave  
Chicago, IL 60707  
773-501-8020

**APPROVED**  
**07/13/21 - LISA STOCK**

**Conflict Resolution FY 21**  
**Job 21-174**

| Hourly/Daily Charges  | Time | Rate   | Amount   |
|---|------|--------|----------|
| Consulting - Pre-Working Relationship Survey_5/17/21<br>May 17, 2021 Kathy Tooredman              | 8.00 | 312.50 | 2,500.00 |
| Consulting - Presentation of Survey Findings_June 16, 2021<br>June 16, 2021 Kathy Tooredman       | 4.00 | 312.50 | 1,250.00 |
| Consulting - Working Relationships Training Sessions_June 16 & 17<br>June 17, 2021 Shelley Taylor | 8.00 | 312.50 | 2,500.00 |

**INVOICE REVIEWED**

**OKAY TO PAY**

**BARBARA GROVES 07/13/21**

**\*\*CEC'S NEW MAILING ADDRESS IS**  
**6466 W. NORTH AVE, CHICAGO IL 60707.**  
**PLEASE UPDATE YOUR RECORDS\*\***

If you are interested in remitting payment via ACH please contact [kim.mcbride@cecweb.org](mailto:kim.mcbride@cecweb.org)

**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

**CONFIRMATION OF ORDER**

374276

**Page:** 1  
**Release Method:** Hard Copy  
**Release Date:** 06/10/2021  
**Need By Date:** 06/15/2021

**\* Confirming Purchase Order \***

**Vendor:**

1633468  
Consortium for Educational Change  
6466 W North Ave  
Chicago, IL 60707

Attn: Peloquin, Heather

Phone: (773)501-8020  
Fax:

**Ship To:**

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

Purchasing, Manager

Phone: 630-942-2238  
Fax: 630-942-2417

**Purchase Order Comments:**

**Requisition Numbers:** 685930

**Requisitioner Name(s):** Barbara Groves

| Vendor Item                        | QTY | UOM  | Description  | Unit Price | Total Price |
|------------------------------------|-----|------|--|------------|-------------|
|                                    | 1   | Each | consortium for Educational Change (CEC) - Conflict resolution Consultant & Training Services (NHS) | \$6,250.00 | \$6,250.00  |
| Deliver To: Barb Groves - BIC 3400 |     |      |  |            |             |

|                                |                   |
|--------------------------------|-------------------|
| <b>SubTotal</b>                | <b>\$6,250.00</b> |
| <b>Shipping &amp; Handling</b> | <b>\$0.00</b>     |
| <b>Tax</b>                     | <b>\$0.00</b>     |
| <b>Total</b>                   | <b>\$6,250.00</b> |

| Account Code Summary |                     |            |
|----------------------|---------------------|------------|
| Account Code         | Account Description | Amount     |
| 01-80-00789-5309001  |                     | \$6,250.00 |

**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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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

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Fax: 630-942-2417

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.

*Duplicate Purchase  
Order: This is a Copy!*