

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1081278

Vendor Name: AACRAO

Invoice Number: 0000456643

Invoice Date: 04/28/21

PO Number: P0000242

Check Number: 0283760

Check Amount: \$ 1,862.00

Check Date: 08/17/2021

Department ID: 00457

Reviewer Name: None

Voucher Number: V0693784

Redaction Type: None

Document Type: AP Invoice

Document Below

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From: Taylor, Gretchen <taylorg187@cod.edu >  
Sent: Mon Aug 09 12:36:49 CDT 2021  
To: invoicing@cod.edu  
CC: membership@aacrao.org,maxwellb@cod.edu,piersonj129@cod.edu  
Subject: AACRAO Membership Dues  
-----

Hello AACRAO membership,

Moving forward, please send completed PO directly to [invoicing@cod.edu](mailto:invoicing@cod.edu).

Thank you, Gretchen

## Gretchen A. Taylor

**Gretchen A. Taylor, MPA**

Coordinator | Office of Student Records

IACRAO Northeast District Chair

Certified Six Sigma Yellow Belt

College of DuPage | 425 Fawell Blvd, SRC 2150B, Glen Ellyn, IL 60137

630-942-3022 | Fax: 630-942-3693

Email: [Taylorg187@cod.edu](mailto:Taylorg187@cod.edu)



*"People fail to get along because they fear each other; they fear each other because they don't know each other; they don't know each other because they have not communicated with each other." Dr. Martin Luther King, Jr.*

*"Be more concerned with your character than with your reputation. Your character is what you really are while your reputation is merely what others think you are." John Wooden*

[attachment: College of DuPage P0000242.pdf]

[attachment: attachment\_1.pdf]

**AACRAO**

1108 16th Street NW, Suite 400 Washington, DC 20036 - - -  
(202) 293-9161  
community@aacrao.org

# Invoice

Date 4/28/2021  
SalesOrder 000456643  
Balance Due \$1,862.00

Addressed to:

**College of DuPage**  
Gretchen Taylor  
425 Falwell Blvd  
Glen Ellyn Illinois 60137

**APPROVED**  
**08/16/21 - JILL PIERSON**

**Items:**

QTY	DESCRIPTION	UNIT PRICE	SALE PRICE	LINE TOTAL
1	AACRAO Membership - Enrollment 10,000 to 19,999	\$1,596.00	\$1,596.00	\$1,596.00
1	Additional Membership	\$266.00	\$266.00	\$266.00

**Total Items:** \$1,862.00

**INVOICE TOTAL:** \$1,862.00

Please fill in your credit card payment information below, and fax to (202) 872-8857 or email membership@aacrao.org. For Corporate Partners, please fax to (202) 822-8850 or email corporatemembership@aacrao.org. For EDGE subscriptions, please send to edge@aacrao.org.

CARD TYPE: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ AMEX  
CARD NO.: \_\_\_\_\_  
EXPIRES: \_\_\_\_\_ AMOUNT CHARGED: \$ \_\_\_\_\_  
NAME ON CARD: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**Purchase Order****Purchase Order #: P0000242****Order Total: 1,862.00 USD**

AACRAO

**Date:** 08/05/2021  
**Transaction #:** 2491088  
**Authorized By:** Jordan Towne

**Requested By:** Melissa Doguim  
**Requester Email:** doguimm@cod.edu  
**Phone:** 630-942-3687

**Supplier Address:**

AACRAO  
1108 16th St NW, Ste 400  
Washington, District of Columbia 20036  
United States  
Attn: Unknown Unknown  
Phone: 999-999-9999

**Ship To:**

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Gretchen Taylor  
Phone: 630-942-2238

**Bill To:**

College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: invoicing@cod.edu  
Phone: 630-942-2228

**Order Comments:**

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		AACRAO membership renewal - "Enrollment 10,000 to 19,000 Ship To Attn: Gretchen Taylor	Each	1	1,596.00 USD	1,596.00 USD
2		AACRAO "Additional Membership" Ship To Attn: Gretchen Taylor	Each	1	266.00 USD	266.00 USD

**Subtotal:** 1,862.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 1,862.00 USD**General Terms**

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 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

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.

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