

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1592652
Vendor Name: Integrity Seminars, LLC
Invoice Number: 1421
Invoice Date: 06/04/21
PO Number: P0374434
Check Number: 0284789
Check Amount: \$ 200.00
Check Date: 09/14/2021
Voucher Number: V0694357
Document Type: AP Invoice

Document Below

Integrity Seminars
215 Lucas Lane
Chapel Hill, NC 27516
858-699-5923

INVOICE



Invoice #: 1421
Invoice Date: 06/04/21
Amount Due \$200.00

Bill To:

College of DuPage

Due Date	Terms
07/04/21	Net 30

APPROVED
08/27/21 - NATHANIA MONTES

Item	Description	Quantity	Price	Amount
Online Integrity Seminars	Number of students who have completed the online integrity seminar.	2	\$100.00	\$200.00

Subtotal: \$200.00
Sales Tax (0%): \$0.00
Total: \$200.00
Payments: \$0.00
Amount Due \$200.00

We accept payment via check at the mailing address above, or online using any major credit card or debit card via PayPal (you do not need a PayPal account, just check out with a card as a guest - kindly specify the invoice number when making payment): <https://www.paypal.me/aispayments>

After-the-fact approval

Mark Curtis-
Chavez

Digitally signed by Mark
Curtis-Chavez
Date: 2021.06.21
12:15:01 -05'00'

INVOICE REVIEWED
OKAY TO PAY
ADELINE COOKE 08/19/21

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

PURCHASE ORDER

374434

Page: 1

Release Method: Hard Copy

Release Date: 06/21/2021

Created Date: 06/21/2021

*** Confirming Purchase Order *****Vendor:**

1592652
Integrity Seminars, LLC
215 Lucas Ln
Chapel Hill, NC 27516

Attn: Lee Elkins

Phone: 404-435-5700

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

Deliver To: A.Cooke - SSC 3233

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice: 1421

Requisition Number(s): 686110

Requisitioner Name(s): Adeline Cooke

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		2	Each	Academic Integrity Seminar - Sanction for two students	\$100.00	\$200.00
Deliver To: A.Cooke - SSC 3233						

Sub Total: \$ 200.00

Total: \$ 200.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00466-5302001		\$200.00

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.

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

PURCHASE ORDER

374434

Page: 2**Release Method:** Hard Copy**Release Date:** 06/21/2021**Created Date:** 06/21/2021*** Confirming Purchase Order ***

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.

From: Cooke, Adeline <cookea19@cod.edu>
Sent: Wed Aug 18 12:50:07 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Encumbered funds for 2021

Please process the attached invoice for payment.

Thank you,

Addie Cooke

Administrative Assistant
Office of the Dean of Students
College of DuPage
cookea19@cod.edu

From: Cooke, Adeline
Sent: Wednesday, August 18, 2021 12:46 PM
To: Cruse, Bethany <cruseb199@COD.EDU>
Subject: RE: Encumbered funds for 2021

Hi Bethany,

Please see attached.

Thank you,

Addie Cooke

Administrative Assistant
Office of the Dean of Students
College of DuPage
cookea19@cod.edu

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wednesday, August 18, 2021 12:41 PM
To: Cooke, Adeline <cookea19@cod.edu>
Subject: RE: Encumbered funds for 2021

Adeline,
Nothing has been submitted for this PO. Please submit to invoicing.

Thanks

Bethany Cruse
AP Lead
College of DuPage
Room SRC 2132

425 Fawell Boulevard
Glen Ellyn, IL 60137
630-942-4294
cruseb199@cod.edu

From: Cooke, Adeline <cookea19@cod.edu>
Sent: Wednesday, August 18, 2021 12:35 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: Encumbered funds for 2021

Hi Bethany,

Can you please help me with this. I am pretty sure that we have already submitted the invoice for Integrity Seminars.

Thank you,

Addie Cooke

Administrative Assistant
Office of the Dean of Students
College of DuPage
cookea19@cod.edu

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wednesday, August 18, 2021 11:38 AM
To: Cooke, Adeline <cookea19@cod.edu>
Subject: FW: Encumbered funds for 2021

Hi Addie,

Integrity Seminars, LLC is handled by Bethany Cruse.
Please reach out to Bethany.

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2601 | zerrudom@cod.edu

From: Cooke, Adeline <cookea19@cod.edu>
Sent: Wednesday, August 18, 2021 11:34 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Encumbered funds for 2021

Hi Merivic,

Can you help me, please? I am looking at our FY2021 Budget and see that two items are still encumbered. I know that Integrity Seminars has invoiced us, and I thought I pushed this through, but the YWCA was a contract and I don't think we ever get an invoice from them. Is this something I should request? Please let me know what I need to do.

Thank you,

Addie Cooke

Administrative Assistant

Office of the Dean of Students

College of DuPage

cookea19@cod.edu

[attachment: College of DuPage - Invoice 1421.pdf]

[attachment: 3085663.pdf]