

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188291
Vendor Name: NJCAA-Online Membership
Invoice Number: 0000110
Invoice Date: 08/02/21
PO Number: P0000429
Check Number: 0284842
Check Amount: \$ 1,421.00
Check Date: 09/14/2021
Voucher Number: V0694506
Document Type: AP Invoice

Document Below

Smith, Beverly

From: njcaa@salesforce.org <salesforce@carabinergroup.com>
Sent: Monday, August 2, 2021 12:35 PM
To: Smith, Beverly
Cc: accountspayable@njcaa.org
Subject: [External] NJCAA Coaches Association Payment Invoice

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

NJCAA Coaches Association

8801 JM Keynes Drive
Suite 450
Charlotte, NC 28262
accountspayable@njcaa.org

INVOICE

APPROVED

08/25/21 - RYAN KAISER

Invoice Number: 0000110
Invoice Date: 8/2/2021, 12:34 PM

Payment Method: Check
Payment Terms: Due Upon Receipt
Due Date: 09/15/2021

Bill To: College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60554

Description: 2021-2022 NJCAA Coaches Association Dues

INVOICE REVIEW

OKAY TO PAY

BEVERLY SMITH C

Itemized Description:

Baseball - \$120.00
Men's Basketball - \$88.00
Women's Basketball - \$100.00
Men's Cross Country (with USTFCCCA) - \$63.00
Women's Cross Country (with USTFCCCA) - \$63.00
Football (with AFCA) - \$200.00
Men's Golf | III - \$45.00
Men's Soccer - \$75.00
Women's Soccer - \$75.00
Softball (with NFCA) - \$125.00

Men's Tennis - \$30.00

Women's Tennis - \$30.00

Men's Track & Field (with USTFCCCA) - \$146.00

Women's Track & Field (with USTFCCCA) - \$146.00

Volleyball (with AVCA) - \$115.00

Subtotal \$1,421.00

For check payments, remit to:

NJCAA Coaches Association

8801 JM Keynes Dr Suite 450

Charlotte, NC 28262

For W-9, please click here: NJCAA.org/coachw9

From: noreply@esmsolutions.com <noreply@esmsolutions.com >
Sent: Fri Aug 20 11:55:07 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Information Only - Order Notification - 2512835 - 08/12/2021 15:07-Smith-NJCAA-
ONLINE MEMBERSHIP

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Check,

The following transaction has been sent to NJCAA-ONLINE MEMBERSHIP on behalf of Anne Marie Dando.

If you wish to contact the requester, please do so at dandoa@cod.edu

Thank you,
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.

PURCHASE ORDER



NJCAA-ONLINE MEMBERSHIP
1631 Mesa Ave.
Ste B
Colorado Springs, CO 80906
United States
Attn: Unknown Unknown
Phone: 999-999-9999

Date: 08/20/2021
Purchase Order #: P0000429
Transaction #: 2512835
Requested By: Beverly Smith
Requester Email: smithb244@cod.edu
Authorized By: Anne Marie Dando

Ship To

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Beverly Smith
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 Invoice: 0000110
Comments:

| Line # | Item # | Description | UOM | QTY | Unit Price | Line Total |
|--------|--------|------------------------------------|------|-----|------------|------------|
| 1 | | Baseball Dues | Each | 1 | 120.00 USD | 120.00 USD |
| | | Ship To Beverly Smith Attn: | | | | |
| 2 | | Men's Basketball | Each | 1 | 88.00 USD | 88.00 USD |
| | | Ship To Beverly Smith Attn: | | | | |
| 3 | | Women's Basketball Coaches Dues | Each | 1 | 100.00 USD | 100.00 USD |
| | | Ship To Beverly Smith Attn: | | | | |
| 4 | | Men's Cross Country Dues | Each | 1 | 63.00 USD | 63.00 USD |
| | | Ship To Beverly Smith Attn: | | | | |
| 5 | | Women's Cross Country Dues | Each | 1 | 63.00 USD | 63.00 USD |
| | | Ship To | | | | |

Ship To
Attn: Beverly Smith

| | | | | | |
|---|---------------|------|---|------------|------------|
| 6 | Football Dues | Each | 1 | 200.00 USD | 200.00 USD |
|---|---------------|------|---|------------|------------|

Ship To
Attn: Beverly Smith

| | | | | | |
|---|---------------------|------|---|-----------|-----------|
| 7 | Men's Golf III Dues | Each | 1 | 45.00 USD | 45.00 USD |
|---|---------------------|------|---|-----------|-----------|

Ship To
Attn: Beverly Smith

| | | | | | |
|---|-------------------|------|---|-----------|-----------|
| 8 | Men's Soccer Dues | Each | 1 | 75.00 USD | 75.00 USD |
|---|-------------------|------|---|-----------|-----------|

Ship To
Attn: Beverly Smith

| | | | | | |
|---|---------------------|------|---|-----------|-----------|
| 9 | Women's Soccer Dues | Each | 1 | 75.00 USD | 75.00 USD |
|---|---------------------|------|---|-----------|-----------|

Ship To
Attn: Beverly Smith

| | | | | | |
|----|---------------|------|---|------------|------------|
| 10 | Softball Dues | Each | 1 | 125.00 USD | 125.00 USD |
|----|---------------|------|---|------------|------------|

Ship To
Attn: Beverly Smith

| | | | | | |
|----|-------------------|------|---|-----------|-----------|
| 11 | Men's Tennis Dues | Each | 1 | 30.00 USD | 30.00 USD |
|----|-------------------|------|---|-----------|-----------|

Ship To
Attn: Beverly Smith

| | | | | | |
|----|---------------------|------|---|-----------|-----------|
| 12 | Women's Tennis Dues | Each | 1 | 30.00 USD | 30.00 USD |
|----|---------------------|------|---|-----------|-----------|

Ship To
Attn: Beverly Smith

| | | | | | |
|----|----------------------------|------|---|------------|------------|
| 13 | Men's Track and Field Dues | Each | 1 | 146.00 USD | 146.00 USD |
|----|----------------------------|------|---|------------|------------|

Ship To
Attn: Beverly Smith

| | | | | | |
|----|------------------------------|------|---|------------|------------|
| 14 | Women's Track and Field Dues | Each | 1 | 146.00 USD | 146.00 USD |
|----|------------------------------|------|---|------------|------------|

Ship To
Attn: Beverly Smith

| | | | | | |
|----|-----------------|------|---|------------|------------|
| 15 | Volleyball Dues | Each | 1 | 115.00 USD | 115.00 USD |
|----|-----------------|------|---|------------|------------|

Ship To
Attn: Beverly Smith

| | |
|--------------|-----------------|
| Subtotal: | 1,421.00 USD |
| Tax: | 0.00 USD |
| S & H: | 0.00 USD |
| Order Total: | 1,421.00 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. 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.
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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[attachment: be3101b7-ee42-4d9b-99ee-01274b1ab770_NJCAA Coaches Assoc 2022.pdf]