

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086015
Vendor Name: Illinois Association of Chiefs of Police
Invoice Number: P0003158
Invoice Date: 5/19/2022
PO Number: P0003158
Check Number: 0299627
Check Amount: \$ 400.00
Check Date: 06/07/2022
Voucher Number: V0739463
Document Type: AP Invoice

Document Below

Purchase Order**Purchase Order #: P0003158****Order Total: 400.00 USD**

Illinois Association of Chiefs of Police

**Check Enclosed Request - Needs payment to
be sent with additional items. 5-19-2022 AK****Date:** 05/19/2022
Transaction #: 2878926
Authorized By: Amber Kalish**Requested By:** James Nehls
Requester Email: nehlsj156@cod.edu
Phone: 630-942-4277**CONFIRMING REQUEST****Supplier Address:**Illinois Association of Chiefs of Police
426 S. Fifth St.
Springfield, IL 62701
United States
Attn: Carmen Elliot
Phone: 217-523-3765**Ship To:**College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: James Nehls
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		Police Accreditation - Application	Each	1	400.00 USD	400.00 USD
Ship To Attn: James Nehls						

Subtotal: 400.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 400.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

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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"Zerrudo, Maria" <zerrudom@cod.edu>

FW: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

"Zerrudo, Maria" <zerrudom@cod.edu>

Wed, May 25, 2022 at 12:06 AM GMT

CC:

BCC:

From: Purchasing Proposals <purchasing@cod.edu>
Sent: Tuesday, May 24, 2022 4:19 PM
To: Nehls, James <nehlsj156@cod.edu>; Purchasing Proposals <purchasing@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

Hello,

The attached Check Enclosed PO was sent to invoicing on 5/19/2022.

Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

purchasing@cod.edu

From: Nehls, James <nehlsj156@cod.edu>
Sent: Tuesday, May 24, 2022 4:03 PM
To: Purchasing Proposals <purchasing@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Re: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

Wasn't 'check enclosed' marked and documented in the 'internal notes'?

Sent from my iPhone

On May 24, 2022, at 3:51 PM, Purchasing Proposals <purchasing@cod.edu> wrote:

Good afternoon:

Since the PO was processed already, we can't change the payment method after the fact. The PO would have to be cancelled and re-issued as a "Check Enclosed" payment option.

Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

purchasing@cod.edu

From: Nehls, James <nehlsj156@cod.edu>
Sent: Monday, May 23, 2022 12:50 PM
To: Purchasing Proposals <purchasing@cod.edu>
Cc: Kalish, Amber <kalisha@cod.edu>
Subject: FW: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

Good Afternoon,

Can I make this request?

Thank you,

Deputy Chief James Nehls

College of DuPage Police Department

630-942-4277

nehlsj156@cod.edu

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Monday, May 23, 2022 12:31 PM
To: Nehls, James <nehlsj156@cod.edu>
Subject: RE: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

You can request Purchasing to do a "Check Enclosed" for P0003158 and they can send to invoicing@cod.edu

From: Nehls, James <nehlsj156@cod.edu>
Sent: Monday, May 23, 2022 12:19 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

If this is all they supply – it will not be accepted?.

Deputy Chief James Nehls

College of DuPage Police Department

630-942-4277

nehlsj156@cod.edu

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Monday, May 23, 2022 12:14 PM
To: Nehls, James <nehlsj156@cod.edu>
Subject: FW: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf
Importance: High

Hi James,

Sorry, no.

We need the invoice.

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: Nehls, James <nehlsj156@cod.edu>
Sent: Monday, May 23, 2022 12:08 PM
To: Accounts Payable <acctpay@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Check Enclosed P0003158 James Nehls 5-19-2022 A.K.pdf
Importance: High

Good Afternoon,

Will the application with fee suffice?

Thank you.

Deputy Chief James Nehls

College of DuPage Police Department

630-942-4277

nehlsj156@cod.edu

From: Accounts Payable <acctpay@cod.edu>
Sent: Monday, May 23, 2022 9:39 AM
To: Nehls, James <nehlsj156@cod.edu>; Accounts Payable <acctpay@cod.edu>
Subject: RE: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

Hi James,

The invoice for P0003158 has not been received by AP.

Please scan the invoice to invoicing@cod.edu

Thank you

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: Nehls, James <nehlsj156@cod.edu>
Sent: Friday, May 20, 2022 4:11 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: FW: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

Good Afternoon,

Will I be contacted by AP when the check is available?

Deputy Chief James Nehls

College of DuPage Police Department

630-942-4277

nehlsj156@cod.edu

From: Kalish, Amber <kalisha@cod.edu>
Sent: Thursday, May 19, 2022 1:12 PM
To: Nehls, James <nehlsj156@cod.edu>
Subject: RE: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

Hello James,

I believe A/P will work with you for this request, but you may want to follow up with them at Ext. 2228.

Thank you,

Amber Kalish

Procurement Services Assistant

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2813 | kalisha@cod.edu

From: Nehls, James <nehlsj156@cod.edu>
Sent: Thursday, May 19, 2022 10:38 AM
To: Kalish, Amber <kalisha@cod.edu>
Subject: RE: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

Hello Amber,

Will I be contacted by AP when the check is available?

Thanks,

Deputy Chief James Nehls

College of DuPage Police Department

630-942-4277

nehlsj156@cod.edu

From: Kalish, Amber <kalisha@cod.edu>
Sent: Thursday, May 19, 2022 9:14 AM
To: Invoicing <invoicing@cod.edu>
Cc: Nehls, James <nehlsj156@cod.edu>
Subject: Check Enclosed P0003158 James Nehls 5-19-2022 AK.pdf

Hello,

The attached purchase order and check enclosed has been ordered by James Nehls. Kindly work directly with him as needed.

Thank you.

Best,

Amber Kalish

Procurement Services Assistant

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2813 | kalisha@cod.edu

[Click Here](#) for current bids/Rfps!

COD: Check out our [Team Site](#)!

2 attachments

Check Enclosed P0003158 James Nehls 5-19-2022 A.K..pdf

P0003158.pdf