

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1081570
Vendor Name: ACSA
Invoice Number: 22442
Invoice Date: 8/6/2022
PO Number: P0004167
Check Number: 0302242
Check Amount: \$ 676.00
Check Date: 09/13/2022
Voucher Number: V0750526
Document Type: AP Invoice

Document Below



**Association of Collegiate
Schools of Architecture**
611 Pennsylvania Avenue SE
#514
Washington, DC 20003
Phone: (202) 785-2324
Fax: (202) 628-0448

Invoice

Invoice #
22442

Payment Due Date:
Due Upon Receipt
Amount Due:
\$676.00

August 6, 2022

Jane Ostergaard
Program Chair Architecture and Construction
Management/Professor
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137-6599

Organization Number: 20455

**Invoice Details for Membership Dues
2022 - 2023**

Payment Information

Payment Method: Check Credit Card

If paying by credit card, please provide the information below:

Card Type: Visa MasterCard American Express

Card Number: _____

Expiration Date: _____ CVV Code: _____

Cardholder Name: _____

Billing Address: _____

Signature of Card: _____

Amount of Payment: \$ _____

Jane Ostergaard
Program Chair Architecture and Construction
Management/Professor
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137-6599

Invoice #
22442



Organization Number: 20455

Invoice Details for Membership Dues 2022 - 2023

Product ID	Description	Price	Qty	Total
	2-Year Programs Renewal	\$676.00	1	\$676.00
Grand Total				\$676.00

Payment Details

Date	Method	Amount
Total		\$0.00
Balance Due		\$676.00

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

**[External] Information Only - Order Notification - 3009704 - ARCH ACSA Dues 08/17/2022 12:29-
Fanelli Munguia-ACSA**

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

Wed, Aug 24, 2022 at 01:55 PM GMT

CC:

BCC:

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 ACSA on behalf of Amber Kalish.

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

Thank you,
ESM Solutions Customer Support

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



1 attachment

8b541de9-5bec-48b0-adb9-124e971157a0_ARCH ACSA College_of_DuPage_22442.pdf

INVOICE

Invoice ID: 0500-1277-4531

Vendor	ACSA
Requester	Catherine Fanelli Munguia [0049620 munguiac]
Created By	Amber Kalish [0548818 kalisha]
Create Date	08/24/2022

Invoice Information

Vendor	ACSA [1081570]
Address	[53c65244-7a4a-4034-a68d-5173096ee22d] 1735 New York Ave. NW Washington,DC 20006-5209
Invoice Number	08/24/22
Invoice Date	08/24/2022
Invoice Amount	676.00 USD
Description	MEMBERSHIP DUES
Check Memo	Ship To - Attn: Jane Ostergaard Invoice 22442 Transaction Name: ARCH ACSA Dues 08/17/2022 12:29-Fanelli Munguia-ACSA 08/24/2022 08:47 CT Amber Kalish - From: Fanelli Munguia, Cassi <munguiac@cod.edu>
EthINVAPType	IM
EthINVHDBank	IM
FiscalYear	FY23

!!Compliance Warning!!

Check for non-standard characters in invoice number

Warning Check for non-standard characters in invoice number
M Zerrudo 08/24/2022 11:04 AM
OK

Invoice Notes

M Zerrudo 08/24/2022 11:03 AM
PO IS STILL OUSTANDING. PLEASE APPROVE
A Kalish 08/24/2022 08:55 AM

Email address of sender: kalisha@cod.edu.
Email received timestamp: 08/24/2022 13:55 GMT

Allocation Details		Amount [USD]
Expense		676.00
Amount To Be Expensed		676.00
01_10_00009_5406002 DEPT: Architectual Technology		
Line	0002	
Description	MEMBERSHIP DUES	
Invoice Quantity	1	
U/M	EA	
Unit Price	676.00	

Allocation Summary		Amount (USD)
01_10_00009_5406002	DEPT: Architectual Technology	676.00
	OBJECT CODE: Dues	

Expense Summary	Amount (USD)
Expense	676.00

Purchase Order

 College of DuPage		Purchase Order #: P0004167 ACSA	Order Total: 676.00 USD			
Check enclosed request - Needs payment to send to ACSA. 8-24-2022 AK						
Date: 08/24/2022 Transaction #: 3009704 Authorized By: Amber Kalish		Requested By: Catherine Fanelli Munguia Requester Email: munguac@cod.edu Phone: 630-942-2596				
<h2>CONFIRMING REQUEST</h2>						
Supplier Address: ACSA 1735 New York Ave. NW Washington, DC 20006-5209 United States Attn: Unknown Unknown Phone: 959-999-9999		Ship To: College of DuPage College of DuPage Shipping & Receiving 425 Fawell Blvd. Glen Ellyn, IL 60137 United States Attn: Jane Ostergaard 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: Invoice 22442						
Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Membership Dues 2022-2023	Each	1	676.00 USD	676.00 USD
Ship To Attn: Jane Ostergaard						
						Subtotal: 676.00 USD Tax: 0.00 USD S & H: 0.00 USD Order Total: 676.00 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 in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu , with one document per email. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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 E9997-3391-05. 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.						

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9. All shipments are accepted subject to inspection and approval by the 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. The Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

"Kalish, Amber" <kalisha@cod.edu>

Check Enclosed P0004167 for Cassie Fanelli Munguia 8-24-2022 AK.pdf

"Kalish, Amber" <kalisha@cod.edu>

Wed, Aug 24, 2022 at 01:54 PM GMT

CC: Fanelli Munguia, Cassi <munguiac@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Cassi Fanelli Munguia. Kindly work directly with her 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

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

2 attachments

P0004167.pdf

image001.jpg