

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1616242
Vendor Name: The Board of Trustees of the Leland Sta
Invoice Number: 2022-Haas-WG-29
Invoice Date: 9/6/2022
PO Number: P0004316
Check Number: 0302279
Check Amount: \$ 200.00
Check Date: 09/13/2022
Voucher Number: V0752253
Document Type: AP Invoice

Document Below

Purchase Order**Purchase Order #: P0004316****Order Total: 200.00 USD**BOARD TRUSTEES LELAND STANFORD
JUNIOR UNIVERSITY**Check enclosed request - Needs payment
to send to Board Trustees Leland
Stanford Junior University. 9-6-2022 EF****Date:** 09/06/2022
Transaction #: 3039116
Authorized By: Eric Frick**Requested By:** April Fern
Requester Email: ferna@cod.edu
Phone: 630-942-3067

CONFIRMING REQUEST

Supplier Address:BOARD TRUSTEES LELAND STANFORD
JUNIOR UNIVERSITY
DBA Stanford University
485 Broadway Mail Code 8838
Redwood City, CA 94063
United States
Attn: Gail Robinson
Phone: 999-999-9999**Ship To:**College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Krystina LaSorsa, SSC 3258
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 # 2022-Haas-WG-29

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Pathways Working Group Membership Fee FY23	Each	1	200.00 USD	200.00 USD
Ship To Attn: Krystina LaSorsa, SSC 3258						

Subtotal: 200.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 200.00 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 E9997-3391-06.
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 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.

"Frick, Eric" <fricke@cod.edu>

Check enclosed P0004316 April Fern

"Frick, Eric" <fricke@cod.edu>

Tue, Sep 6, 2022 at 07:49 PM GMT

CC:

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by April Fern. Kindly work directly with her as needed.

Thank you.

Best,

Eric Frick

Purchasing Expeditor

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

T: (630) 942.2576 | fricke@cod.edu

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

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

2 attachments

image001.jpg

Print Order.pdf

Stanford University
Controller's Office
Receivables Accounting
TAX ID Number 94-1156365



Date	Invoice #
1-SEPT-2022	2022-Haas-WG-29

BILL TO:			SUBMIT PAYMENT WITH INVOICE NUMBER TO:	
Krystina LaSorsa Interim Manager, Career Services Center College of DuPage 425 Fawell Blvd. Glen Ellyn, IL 60137 lasorsak@cod.edu			STANFORD UNIVERSITY Dept. Haas Center for Public Service Emily Reed 562 Salvatierra Walk Stanford, CA 94305	
Date	Stanford Expenditure	Dept. Ref.	Description	Amount
9/1/2022	Pathways Working Group membership fee	02-935	"Pathways Working Group membership FY22-23"	\$200.00
	Membership Fees		Total:	\$200.00

Note: Please make check payable to **Stanford University**, enter "**Pathways Working Group**" in the memo line, and remit payment with a copy of this invoice by **October 31, 2022**. Thank you!

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

**[External] Information Only - Order Notification - 3039116 - 09/06/2022 11:25-Fern-BOARD
TRUSTEES LELAND STANFORD JUNIOR UNIVERSITY**

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

Tue, Sep 6, 2022 at 07:40 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 BOARD TRUSTEES LELAND STANFORD JUNIOR UNIVERSITY on behalf of Eric Frick.

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

Thank you,
ESM Solutions Customer Support

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



1 attachment

162808b2-d00e-4bd7-9385-b31ae7c2f900_Pathways invoice 2022-Haas-WG-29 DuPage.pdf