

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1733128

Vendor Name: Executive Speakers Bureau

Check Details:

Check Number: E0108091

Check Amount: \$ 8,000.00

Check Date: 6/17/2025

Invoice Details:

Invoice Number: P0017689

Invoice Date: 5/27/2025

PO Number: P0017689

Voucher Number: V0889167

Document Type: AP Invoice

Document Below

Purchase Order

Purchase Order #: P0017689

Order Total: 8,000.00 USD



Executive Speakers Bureau

Check enclosed Request - Needs payment sent to
Executive Speakers Bureau 5/27/25 kc

Date: 05/27/2025
Transaction #: 4563673
Authorized By: Kevin Casey

Requested By: Leslie Paprocki
Requester Email: paprockil1258@cod.edu
Phone: 630-942-2070

CONFIRMING REQUEST

Supplier Address:
Executive Speakers Bureau
3085 Fountainside
Suite 101
Germantown, TN 38138
United States
Attn: Jamie Roche
Phone: 901-754-9404

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Leslie Paprocki
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		Tom Farley Guest Speaker Fee - Deposit	Each	1	4,000.00 USD	4,000.00 USD
		Ship To Attn: Leslie Paprocki	Grant Funded: S-Single			
2		Tom Farley Guest Speaker Fee - Balance	Each	1	4,000.00 USD	4,000.00 USD
		Ship To Attn: Leslie Paprocki	Grant Funded: S-Single			

Subtotal: 8,000.00 USD
Tax: 0.00 USD
S & H: 0.00 USD
Order Total: 8,000.00 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 **only one PDF 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, and 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.

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.

"Casey, Kevin" <caseyk650@cod.edu>

Check Enclosed Request - Purchase order No. P0017689 for Leslie Paprocki - 5/27/2025 KC

"Casey, Kevin" <caseyk650@cod.edu>

Tue, May 27, 2025 at 04:07 PM UTC

CC: Paprocki, Leslie <paprockil1258@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed request has been ordered by Leslie Paprocki.

Kindly work directly with Leslie as needed.

Thank you.

Kevin Casey

Buyer

College of DuPage

425 Fawell Boulevard, IRC 1001

Glen Ellyn, IL 60137-6599

T: (630) 942-2355

F: (630) 942.4201

caseyk650@cod.edu

2 attachments

P0017689.pdf

image001.png