

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1686385

Vendor Name: AJ French DBA Gift of Voice

Check Details:

Check Number: 0344215

Check Amount: \$ 250.00

Check Date: 9/30/2025

Invoice Details:

Invoice Number: P0019308

Invoice Date: 9/10/2025

PO Number: P0019308

Voucher Number: V0904670

Document Type: AP Invoice

Document Below

Purchase Order



Purchase Order #: P0019308
AJ French DBA Gift of Voice

Check enclosed request
- Need payment to send to -
AJ French DBA Gift of Voice-
9.10.25 EF

Order Total: 250.00 USD

Date: 09/10/2025
Transaction #: 4695884
Authorized By: Eric Frick

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

CONFIRMING REQUEST

Supplier Address:
AJ French DBA Gift of Voice
903 North Second Street
Ste B
Edwardsville, IL 62025
United States
Attn: AJ French
Phone: 618-792-2049

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: Down payment is due upon receipt of invoice.
Balance payment is due ASAP and no later than October 27, 2025.

| Line # | Item # | Description | UOM | QTY | Unit Price | Line Total |
|-------------------------------|--------|--------------------------------|------------------------|--------------------------|------------|------------|
| 1 | | Event facilitator down payment | Each | 1 | 250.00 USD | 250.00 USD |
| Ship To Attn: Leslie Paprocki | | | Grant Funded: S-Single | Need by Date: 09/08/2025 | | |

Subtotal: 250.00 USD
Tax: 0.00 USD
S & H: 0.00 USD
Order Total: 250.00 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.

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

Check Enclosed P0019308 Leslie Paprocki 9.10.25 EF

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

Wed, Sep 10, 2025 at 06:16 PM UTC

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

BCC:

Hello,

The attached purchase order and check enclosed are being requested by Leslie Paparocki. Please work directly with her as needed.

Vendor requires deposit ASAP.

Thank you,

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

P0019308.pdf

Gift of Voice

*Wellness Recovery Action Plan
(WRAP®) Town Hall*

INVOICE

07/07/25

Customer ID: College of DuPage

Invoice ID: 166a

FROM:

Gift of Voice, LLC
903 North Second St., Ste. B
Edwardsville, IL 62025

AJ French

Phone: [618-792-2049]

aj.french@giftofvoice.com

TO:

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Bruce Sewick

Coordinator, CRSS Success Grant

sewick@cod.edu

| DESCRIPTION | | TOTAL | |
|--|--|----------|-------------------------|
| Wellness Recovery Action Plan® | | \$500 | |
| • Town Hall which provides an introduction to the following: | | | |
| 1. Key Concepts | | | |
| 2. Developing a Wellness Tool Box | | | |
| 3. Action Planning | | | |
| 4. Recovery Topics | | | |
| TOTAL | | \$500 | |
| ADDITIONAL DETAILS | | | |
| <ul style="list-style-type: none">➤ Invoice is for an in-person WRAP Town Hall (orientation) to be held at College of DuPage on Friday, September 26, 2025.➤ Session accommodates up to 50 participants, beginning promptly at 1:00pm and concluding promptly at 4:00pm.➤ Gift of Voice to provide training event registration.➤ CEU's are not included, however, participation certificates will be awarded to students.➤ Trainer is Advanced Level Facilitator and session may not be recorded.➤ Invoice includes cost for all materials, supplies, printing, facilitator fees and expenses (travel, meals).➤ Invoice does not include rental fees, meals, refreshments or beverages.➤ Customer to supply training room (with white board and internet access).➤ 50% downpayment (\$250) is due upon receipt of invoice.➤ 50% remaining balance (\$250) is due by October 27, 2025. | | SUBTOTAL | \$ |
| | | TAX RATE | 0.000% |
| | | TAX | \$ - |
| | | OTHER | See additional details. |
| | | TOTAL | \$ 500.00 |

If you have any questions about this invoice, please contact
AJ French, 618-792-2049, aj.french@giftofvoice.com

Thank you for your business!