

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1417604 **Vendor Name:** Quad County Urban League Inc.

Check Details:

Check Number: 0346147 **Check Amount:** \$ 5,000.00 **Check Date:** 11/4/2025

Invoice Details:

Invoice Number: COD101025 **Invoice Date:** 10/10/2025 **PO Number:** B0003375 **Voucher Number:** V0911142

Document Type: AP Invoice

Document Below



**Quad County
Urban League**

*Empowering Communities.
Changing Lives.*

INVOICE

Quad County Urban League

1685 N. Farnsworth Ave.

Aurora, IL 60505

630-851-2203

DATE: October 10, 2025

INVOICE #: COD101025

FOR: 2025 QCUL Gala

Bill To: College of DuPage

Attn: Jennifer Duda

| Description | Amount |
|--|---------|
| Table Sponsor - 2025 QCUL Annual Equality Gala Seating for 10 at the dinner. Logo on the event page | \$5,000 |
| Total | \$5,000 |

Make all checks payable to **Quad County Urban League**

If you have any questions concerning this invoice, contact us at

Phone: 630-851-2203 Email: events@qcul.org

THANK YOU FOR YOUR SUPPORT!

[External] Fwd: College of DuPage BO# B0003375

Katrina Henderson <katrinahenderson@qcul.org>

Thu, Oct 30, 2025 at 02:26 PM UTC

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.

Please find the attached. Thank you,
Katrina Henderson - she/her(s)
Vice President & Chief Operating Officer
Quad County Urban League
1685 N. Farnsworth Avenue | Aurora IL 60505
Phone: 630.851.2203 | Email: katrinahenderson@qcul.org



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----- Forwarded message -----

From: **Kalish, Amber** <kalisha@cod.edu>
Date: Thu, Oct 16, 2025 at 11:53AM
Subject: College of DuPage BO# B0003375
To: katrinahenderson@qcul.org <katrinahenderson@qcul.org>
Cc: Tejeda, Lisa <tejedal@cod.edu>

Dear Vendor, .

. .

Please confirm receipt of Blanket Order (BO) No. B0003375 and process accordingly. .

. .

To avoid any confusion, COD requests all packages and invoices include the Blanket Order Number for each shipment or payment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm

Shipping questions? Contact the COD Warehouse at: 630-942-2550

Instructions for Submission of Invoices

Procurement Services does not process payments.

Please submit all invoices directly to our Accounts Payable Department. Invoices must be sent in PDF format to invoicing@cod.edu to ensure proper approval routing and expedited payments.

- Blanket Order Numbers must be clearly indicated on the invoice
- Electronic invoices must be sent in **PDF format Only** to invoicing@cod.edu
- **One invoice per e-mail is required**
- Non-BO invoices must contain department number for proper routing of approvals

Invoice questions? Contact Accounts Payable at acctpay@cod.edu or 630-942-2228

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to be set up for ACH payments to purchasing@cod.edu

Blanket Order 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.
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.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

qcul.org

2 attachments

COD.BOOO3375.pdf

B0003375.pdf

Purchase Order

Purchase Order #: B0003375

Order Total: 5,000.00 USD



Quad County Urban League Inc.

Date: 10/16/2025
Transaction #: 4755698
Authorized By: Amber Kalish

Requested By: Lisa Tejeda
Requester Email: tejedal@cod.edu
Phone: 630-942-2112

Supplier Address:
Quad County Urban League Inc.
1685 N. Farnsworth Ave
Aurora, Illinois 60505
United States
Attn: Samantha Burkhart
Phone: 630-851-2203

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Lisa Tejeda
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 | | Table Sponsor - 2025 QCUL Annual Equality Gala Seating for 10 at the dinner. Logo on the event page | Each | 1 | 5,000.00 USD | 5,000.00 USD |
| Ship To Attn: Lisa Tejeda | | | Grant Funded: NA-Not Applicable | | | |

Subtotal: 5,000.00 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 5,000.00 USD

General Terms

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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.

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Katrina Henderson <katrinahenderson@qcul.org>

[External] Fwd: College of DuPage BO# B0003375

Katrina Henderson <katrinahenderson@qcul.org>

Thu, Oct 30, 2025 at 02:26 PM UTC

CC:

BCC:

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Please find the attached. Thank you,
Katrina Henderson - she/her(s)
Vice President & Chief Operating Officer
Quad County Urban League
1685 N. Farnsworth Avenue | Aurora IL 60505
Phone: 630.851.2203 | Email: katrinahenderson@qcul.org



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From: **Kalish, Amber** <kalisha@cod.edu>
Date: Thu, Oct 16, 2025 at 11:53AM
Subject: College of DuPage BO# B0003375
To: katrinahenderson@qcul.org <katrinahenderson@qcul.org>
Cc: Tejeda, Lisa <tejedal@cod.edu>

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2 attachments

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