

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1177514  
Vendor Name: Home Depot - Downers Grove  
Invoice Number: P0369625  
Invoice Date: 05/07/20  
PO Number: P0369625  
Check Number: 0268325  
Check Amount: \$ 20.47  
Check Date: 06/10/2020  
Department ID: 00705  
Reviewer Name:  
Voucher Number: V0622923  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: dandoa@cod.edu  
Sent: Fri May 15 17:20:13 CDT 2020  
To: invoicing@cod.edu  
CC: ditchf@cod.edu  
Subject: Check Enclosed Request - PO#369625  
-----

Hello,

The attached purchase order and check enclosed request has been ordered by Dave Ditchfield. Kindly work directly with him for pick up of this check to Home DePot for needed supply.

Thank you.

*Best,*

*Anne Marie Dando*  
*Purchasing Assistant*



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA  
T: ( 630) 942.2813 | F: (630) 942.4201 | [dandoa@cod.edu](mailto:dandoa@cod.edu)

***Click Here for current bids/Rfps!***

**Bill To:****College of DuPage**

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



Check  
Enclosed

**PURCHASE ORDER**

369625

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Release Method: Hard Copy

Release Date: 05/07/2020

Created Date: 05/07/2020

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

Check Enclosed Request for Dave Ditchfield- 5/15/20 amd

**Vendor:**

1177514  
Home Depot - Downers Grove  
2000 Butterfield Road  
Downers Grove, IL 60515

Attn: Sales

Phone: 630-792-9600

Fax: 630-792-7426

**Ship To:**

College of DuPage, Our Pick Up  
COD Will Pick Up  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
COD Will, Pick Up

Phone: (630) 942-2217

Fax:

Deliver To: BIC 0525-David Ditchfield

**AP VERIFIED**  
**05/19/20 - BETHANY CRUSE**

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

College Will Pick up at Downers Grove Store #1916.

Requisition Number(s): 680196

Requisitioner Name(s): Dave Ditchfield

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	# R51-16693-THD	1	Each	15 Amp Compact Right Angle Plug-in GFCI, Black SKU #528955	\$20.47	\$20.47
Deliver To: BIC 0525-David Ditchfield						
Sub Total: \$						20.47
Total: \$						20.47

**Account Code Summary**

Account Code	Account Description	Amount
02-70-00705-5401004		\$20.47

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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](mailto: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 to the Contractor, 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 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

**Bill To:****College of DuPage**

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

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

**PURCHASE ORDER**

369625

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