

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1177514
Vendor Name: Home Depot - Downers Grove
Invoice Number: P0369900
Invoice Date: 06/09/20
PO Number: P0369900
Check Number: 0268414
Check Amount: \$ 2,772.80
Check Date: 06/11/2020
Department ID: 11001
Reviewer Name:
Voucher Number: V0629268
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: acctpay@cod.edu
Sent: Tue Jun 09 18:17:42 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Enclosed Request #369900 - Ellen McGowan to pick up check on 6/11/20

From: Dando, Anne Marie
Sent: Tuesday, June 9, 2020 5:12 PM
To: Invoicing <invoicing@cod.edu>; Accounts Payable <acctpay@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>
Subject: Check Enclosed Request #369900 - Ellen McGowan to pick up check on 6/11/20

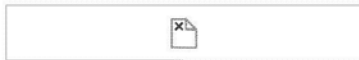
Hello,

The attached purchase order and check enclosed has been ordered by Ellen McGowan. Kindly work directly with her as needed. Please note that she will pick up the check on 6/11/20.

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

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

369900

Page: 1

Release Method: Hard Copy

Release Date: 06/09/2020

Created Date: 06/09/2020

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

Vendor:

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

Attn: Sales

Phone: 630-702-9600

Fax: 630-922-1426

Ship To:

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

Purchasing Manager

Phone: 630-942-2238

Fax: 630-412-4417

Deliver To: Joe Hopper, MAC 133

Check Enclosed Request for Ellen McGowan 6/9/20 and

AP VERIFIED**06/11/20 - BETHANY CRUISE**

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Quote #No. H1916-142475

Requisition Number(s): 680423

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	0000-161-667	8	Each	2x4 12 ft std/btr kd-ht prime spf	\$5.63	\$45.04
Deliver To: Joe Hopper, MAC 133						
2	0000-802-556	1	Each	Tittebond / wood glue 1 gal	\$15.97	\$15.97
Deliver To: Joe Hopper, MAC 133						
3	0000-549-207	1	Each	PC 16ga 1-1/4" brt strt fin 1m	\$11.98	\$11.98
Deliver To: Joe Hopper, MAC 133						
4	0000-832-780	300	Each	3/16" 4x8 tempered hardboard	\$8.27	\$2,481.00
Deliver To: Joe Hopper, MAC 133						
5	0000-326-624	1	Each	PC 1-1/2" 18ga narw crn stplr	\$0.01	\$0.01
Deliver To: Joe Hopper, MAC 133						
6	1001-188-273	10	Each	DW 18ga 1-1/2" brt nc staple 2.5m	\$13.98	\$139.80
Deliver To: Joe Hopper, MAC 133						
7	0000-515-663	1	Each	Outside delivery charge	\$79.00	\$79.00
Deliver To: Joe Hopper, MAC 133						

Sub Total: \$ 2,772.80

Total: \$ 2,772.80

Account Code Summary

Account Code	Account Description	Amount
01-40-11001-5401006		\$2,699.81
05-60-11999-5401006		\$72.99

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. Questions about

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 status or other inquiries, please email 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. 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 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

369900

Page: 2

Release Method: Hard Copy

Release Date: 06/09/2020

Created Date: 06/09/2020

**QUOTE**

Store 1916 DOWNERS GROVE
2000 BUTTERFIELD RD
DOWNERS GROVE, IL 60515

Phone: (630) 792-9600
Salesperson: JXG521A
Reviewer: JXG521A

Page 1 of 2

No. H1916-142475

SOLD TO	Name HOPPER JOE		Phone 1 (630) 942-2913	
	Address 425 FAWELL BLVD		Phone 2 (630) 484-5012	
	Company Name			
	City GLEN ELLYN		Job Description stage	
	State IL	Zip 60137	County DUPAGE	

QUOTE

2020-06-02 13:32

Prices Valid Thru: 06/09/2020

HOME DEPOT DELIVERY #1**MERCHANDISE AND SERVICE SUMMARY**

We reserve the right to limit the quantities of merchandise sold to customers

REF # V07

STOCK MERCHANDISE TO BE DELIVERED:

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R01	0000-161-667	8.00	EA	2X4-12FT STD/BTR KD-HT PRIME SPF / <i>Frida</i>	A	Y	\$5.63	\$45.04
R02	0000-802-556	1.00	EA	TITEBOND I WOOD GLUE 1 GAL / <i>Frida</i>	A	Y	\$15.97	\$15.97
R03	0000-549-207	1.00	EA	PC 16GA 1-1/4" BRT STRT FIN 1M / <i>Frida</i>	A	Y	\$11.98	\$11.98
R04	0000-832-780	300.00	EA	3/16" 4'X8' TEMPERED HARDBOARD /	A	Y	\$8.27	\$2,481.00*
R05	0000-326-624	1.00	EA	PC 1-1/2" 18GA NARW CRN STPLR /	A	Y	\$0.01	\$0.01
R06	1001-188-273	10.00	EA	DW 18GA 1-1/2" BRT NC STAPLE 2.5M /	A	Y	\$13.98	\$139.80

MERCHANDISE TOTAL: \$2,693.80**DELIVERY INFORMATION:**

SCHEDULED DELIVERY DATE: 06/09/2020

SCHEDULED DELIVERY TIME: 6AM-8PM

V07	0000-515-663	1.00	Outside Delivery	N	\$79.00	\$79.00
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DELIVERY SERVICE SUBTOTAL: \$79.00**THE PCC WILL DELIVER MDSE TO:** HOPPER,JOE**ADDRESS:** 425 FAWELL BLVD**CITY:** GLEN ELLYN**STATE:** IL**ZIP:** 60137**COUNTY:** DUPAGE**SALES TAX RATE:** 8.000**PHONE:** (630) 484-5012**ALTERNATE PHONE:** (630) 942-2913

*** CONTINUED ON NEXT PAGE ***

HOME DEPOT DELIVERY #1

(Continued)

REF #V07

DRIVER SPECIAL INSTRUCTIONS:

call 30 min before arrival

MDSE & DELIVERY TOTALS:

\$2,772.80

END OF HOME DEPOT DELIVERY - REF #V07

TOTAL CHARGES OF ALL MERCHANDISE & SERVICES

Policy Id (PI):

A: 180 DAYS DEFAULT POLICY:

The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.

ORDER TOTAL	\$2,772.80
SALES TAX	\$215.50
TOTAL	\$2,988.30
BALANCE DUE	\$2,988.30

END OF ORDER No. H1916-142475