

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: B0369921

Invoice Date: 06/10/20

PO Number: B0369921

Check Number: 0268451

Check Amount: \$ 188.90

Check Date: 06/16/2020

Department ID: 39045

Reviewer Name:

Voucher Number: V0629353

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Bill To:**College of DuPage**

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



Check
Enclosed

PURCHASE ORDER

369921

Page: 1

Release Method: Hard Copy

Release Date: 06/10/2020

Created Date: 06/10/2020

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Vendor:

1188426
Village of Glen Ellyn, Illinois
535 Duane St
Attn: Food and Beverage Tax
Glen Ellyn, IL 60137
Attn: Christina Coyle

Phone: 123-123-1234

Fax:

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Don Inman, CMC

PO Created By: Towne, Jordan

Purchase Order Comments:**AP VERIFIED****06/11/20 - ISABEL BARRIOS**

Requisition Number(s): 680522

Requisitioner Name(s): April 16, 2020

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Manual Check Request for Escrow Account	\$188.90	\$188.90

Deliver To: Don Inman, CMC

Sub Total: \$ 188.90

Total: \$ 188.90

Account Code Summary

Account Code	Account Description	Amount
03-90-39045-5804001		\$188.90

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 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

Bill To:**College of DuPage**

College of DuPage Accounts Payable
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Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

369921

Page: 2

Release Method: Hard Copy

Release Date: 06/10/2020

Created Date: 06/10/2020

From: townelj@cod.edu
Sent: Wed Jun 10 17:50:37 CDT 2020
To: invoicing@cod.edu
CC: ferna@cod.edu, inmand1960@cod.edu
Subject: College of DuPage BO 369921 Check Enclosed Request

Hello,



Please see the attached check enclosed request for BO 369921 for the Village of Glen Ellyn. Please contact Don Inman when the check is ready for pickup.

Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townelj@cod.edu

-  [*Click Here for current bids/Rfps!*](#)
-  [*COD: Check out our Team Site!*](#)

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425 Fawell Blvd.
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1188426
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535 Duane St
Attn: Food and Beverage Tax
Glen Ellyn, IL 60137
Attn: Christina Coyle

Phone: 123-123-1234

Fax:

APPROVED

By Ellen M. Roberts at 10:49 am, Jun 12, 2020

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Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

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AP VERIFIED
06/11/20 - ISABEL BARRIOS

Requisitioner Name(s): April 18, 2020

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From: barriosi142@cod.edu

Sent: Tue Jun 16 14:26:57 CDT 2020

To: invoicing@cod.edu

CC:

Subject: 321Z46B_04VF71JPC0029LG_page1 (002).pdf
