

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1579671

Vendor Name: Richard W Herter

Invoice Number: B0369970

Invoice Date: 06/16/20

PO Number: B0369970

Check Number: 0268453

Check Amount: \$ 18,210.00

Check Date: 06/16/2020

Department ID: 00017

Reviewer Name:

Voucher Number: V0630295

Redaction Type: None

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

Document Below

From: acctpay@cod.edu
Sent: Tue Jun 16 10:17:24 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: MANUAL CHECK REQUEST

From: Castellanos, Susan <castellanoss1510@cod.edu>
Sent: Tuesday, June 16, 2020 10:10 AM
To: Accounts Payable <acctpay@cod.edu>
Cc: Aranki, Joseph <arankij@cod.edu>
Subject: MANUAL CHECK REQUEST

Hello Accounts Payable,

Please see attached check enclosed/manual check request.

Thanks,

Susan

Susan Castellanos



Ext: 2216

 College of DuPage

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

PURCHASE ORDER

369970

Page: 1

Release Method: Hard Copy

Release Date: 06/16/2020

Created Date: 06/16/2020

*** Confirming Purchase Order *****Vendor:****Ship To:**

1579671
Richard W Herter
dba RICK HERTER MOTORS
5818 N 2nd St
Lisle, IL 60111
Attn: RICK HERTER

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137
Purchasing Manager

Phone: 815-708-0981
Fax: 815-708-0967

Phone: 630-942-2378
Fax:

Deliver To: Joseph Aranki

PO Created By: Castellanos, Susan

Purchase Order Comments:

CHECK ENCLOSED (**This is also a Manual Check request**)

Requisition Number(s): 680573

Requisitioner Name(s): Joe Aranki

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	16-2752	1	Each	Capital purchase of a 2016 Chevy Equinox Vin# 2GNFLGEK6G6292752	\$18,210.00	\$18,210.00

Deliver To: Joseph Aranki

Sub Total: \$ 18,210.00

Total: \$ 18,210.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00017-5806001		\$18,210.00

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

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

PURCHASE ORDER

369970

Page: 2**Release Method:** Hard Copy**Release Date:** 06/16/2020**Created Date:** 06/16/2020*** Confirming Purchase Order ***

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.