

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087470
Vendor Name: Paperclip Communications
Invoice Number: 970211
Invoice Date: 06/08/20
PO Number: P0369156
Check Number: 0269100
Check Amount: \$ 429.00
Check Date: 06/23/2020
Department ID: 00465
Reviewer Name: Cynthia Flynn
Voucher Number: V0626142
Redaction Type: None
Document Type: AP Invoice

Document Below

From: flynnnc294@cod.edu
Sent: Mon Jun 08 15:39:01 CDT 2020
To: invoicing@cod.edu
CC: info@paper-clip.com
Subject: Invoice for PO 369156

Good afternoon,

Please find attached an invoice for a webinar training which took place in March for the Counseling, Advising and Transfer Services department. The associated PO is also attached. Could you please forward payment to the vendor?

Thank you,

Cindy Flynn

*Administrative Assistant, Office of the Associate Dean
Counseling, Advising and Transfer Services
College of DuPage*

From: PaperClip Customer Service <info@paper-clip.com>
Sent: Monday, June 8, 2020 1:32 PM
To: Flynn, Cynthia
Subject: PO 369156

We hope this email finds you well.

Thank you for your recent order.

We are showing an outstanding amount due on the attached invoice.

Can you please advise payment status?

Many thanks,
Doris

INVOICE

PAPERCLIP COMMUNICATIONS
125 Paterson Avenue, Suite 4
Little Falls, NJ 07424

This notice reflects payments received as of: 6/8/2020

Order Date 3/11/2020

Customer # 2670774

Cindy Flynn
Purchasing, Manager
College of DuPage
Shipping & Receiving
425 Fawell Blvd.

Glen Ellyn IL 60137

Thank you for placing an order with Paperclip Communications. If you have any questions please call us at 973 - 256 - 1333, or fax us at 973-256-8088, or email us at info@paper-clip.com.

Make Checks payable to: Paperclip Communications,
125 Paterson Avenue, Suite 4, Little Falls NJ 07424
Federal Tax ID # 22-3383275

Payment Due 30 days from date of order.
All Payments in US Dollars.

APPROVED

06/09/20 - STEVEN GUSTIS

EMAIL: flymnc294@cod.edu

Order #	Description	PO #	Copies	Price	S&H	Total	Paid	Due
970211	Crisis & De-escalation Training for Campus Professionals – March 18, 2020 Webinar	369156	1	429.00	0.00	429.00	0.00	429.00
Totals						429.00	0.00	429.00

Customer # 2670774

Order #: 970211

If you have a balance due, in order to ensure your account is credited please return bottom portion with payment

Cindy Flynn
Purchasing, Manager
College of DuPage
Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn IL 60137

☐ Please charge my credit card:

Card Number: _____

Type: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Expiration Date: ____ / ____

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

Vendor:

1087470
Paperclip Communications
125 Paterson Ave
Little Falls, NJ 07424

Attn: Doris McLaughlin

Phone: 973-256-1333
Fax:

PURCHASE ORDER

369156

Page: 1

Release Method: Hard Copy

Release Date: 03/06/2020

Created Date: 03/06/2020

Ship To:

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Cindy Flynn

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 679429

Requisitioner Name(s): Cynthia Flynn

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Webinar: Crisis & De-escalation Training for Campus Professionals	\$429.00	\$429.00
Deliver To: Cindy Flynn						
Sub Total: \$						429.00
Total: \$						429.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00465-5401002		\$429.00

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 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

369156

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Release Method: Hard Copy

Release Date: 03/06/2020

Created Date: 03/06/2020