

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084150

Vendor Name: DuPage County Health Dept.

Invoice Number: IN0030365

Invoice Date: 04/29/20

PO Number:

Check Number: E0080510

Check Amount: \$ 242.00

Check Date: 06/23/2020

Department ID: 11301

Reviewer Name:

Voucher Number: V0630411

Redaction Type: None

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

Document Below

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From: mcgowan@cod.edu  
Sent: Wed Jun 17 15:57:38 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: DP Health Dept Inv IN00030365  
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Please process the attached invoice/voucher.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

## INVOICE - FIRST NOTICE

Total Amount of:

**\$242.00**

Due By:

**06/30/2020**

Voucher # V0630411

TO: McANINCH ARTS CENTER  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**AP VERIFIED**

**06/17/20 - MARIA ZERRUDO**

RE: McANINCH ARTS CENTER

MCANINCH ARTS CENTER

Invoice ID

IN0030365

Date

4/29/2020

Account ID

AR0002667

Facility ID

FA0003237

PLEASE RETURN ABOVE PORTION OF INVOICE NOTICE WITH PAYMENT

Date	Program/ Element	Description	Amount
4/29/2020	4007	Annual Category III Food Establishment 425 FAWELL BLVD GLEN ELLYN IL 60137	\$242.00
Total Due for This Invoice:			\$242.00

**Late Fee: A 25% Penalty will be charged/due in addition to the listed fee, if paid after due date.**

**APPROVED**

*By Ellen McGowan at 3:43 pm, Jun 17, 2020*

05-60-11301-5309004  
470 Licenses NONE  
242.00

Please note, if you are paying with a check, include the Invoice ID on the check itself.

You can now pay online! Visit our website at <https://eco.dupagehealth.org/#/onlinePayments>



# DUPAGE COUNTY HEALTH DEPARTMENT

111 North County Farm Road, Wheaton, IL 60187

dupagehealth.org  
630.682.7400



CELEBRATING 75 YEARS OF HEALTH

Date: May 1, 2020

To: Owners and Operators of Food Facilities Permitted in DuPage County

From: Christopher Hoff, Director, Community Health Resources

Re: Food Facility Operating Permit Fees, Regulations, and Important Reminders

This memorandum is included with your 2020 invoice to provide important program information. You are receiving this information because you have a business or individual account with the DuPage County Health Department. Please note that to provide some relief during this unprecedented COVID-19 situation we extended your annual permit expiration date from April 30, 2020 to June 30, 2020.

## 1) **PAYMENT**

The key information from the enclosed invoice are the **ACCOUNT** and **INVOICE** numbers, which will be required for all payment and billing questions.

- a. The preferred method of payment is available online at <https://eco.dupagehealth.org/#/onlinePayments> or by mail. Payments cannot be accepted over the phone. Instructions are available by clicking the "Online Instructions" module, located on the left-hand side.
- b. All credit card payments will include the transaction fee assessed by credit card processing companies, either 2.25 percent of the transaction or a \$1.00 minimum, whichever is greater. For payments made by e-check, a \$0.75 processing fee will apply.
- c. **All accounts not paid in full by the invoice due date will be assessed a twenty five percent (25%) late fee, which will appear on the next billing statement.**
- d. Upon receipt of payment, your permit will be mailed to your facility address. Payment made online would be the quickest and most convenient way and will make your account current by our next business day. Payment made by mail may cause delays due to additional safety precautions.

If you have any questions, please contact the DuPage County Health Department Billing Office at 630-682-7400, extension 2299 or email [BillingOffice@dupagehealth.org](mailto:BillingOffice@dupagehealth.org).

## 2) **PERMIT FEE INCREASES**

Permit fees are subject to annual increases based on the Consumer Price Index (CPI). Fee increases take effect December 1 of each year. The current invoice reflects these changes.

## 3) **DO NOT OPERATE WITHOUT A VALID PERMIT**

Two important sections of the DuPage County Code of Ordinances to be aware of are **Sections 18-110 and 18-204**. If you do not pay for your food permit or renewal of a food permit by the due date listed on your bill, you do not have a valid permit. If you do not have a valid permit, you must immediately cease operating your facility until such time as you have paid for your permit and any applicable late fees. DuPage County Health Department staff will visit facilities without valid permits to verify they are not operating until all fees that are due have been paid in full. If you operate your facility without a valid permit, you may be subject to prosecution and daily fines for each day you operate without a valid permit, plus other penalties as may be imposed by the courts.

## 4) **NO REFUNDS OF PERMIT FEES**

Food facility operating permits in DuPage County are not transferable or refundable.

Thank you for your cooperation and attention to these issues in the coming year.



**From:** [acctpay@cod.edu](mailto:acctpay@cod.edu)  
**To:** [McGowan, Ellen](#)  
**Subject:** Voucher Confirmation: V0630411  
**Date:** Wednesday, June 17, 2020 3:52:53 PM

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Voucher Number V0630411  
Voucher Status In Progress (Unfinished)

Requestor Name Mrs Ellen M. McGowan

Voucher Date 06/17/20  
Due Date 06/30/20  
Vendor ID and/or Name 1084150 DuPage County Health Dept.  
AP Type IM Invoices < \$15,000  
Voucher Total \$242.00

**APPROVED**

*By Ellen McGowan at 3:56 pm, Jun 17, 2020*

ITEM 1  
Item Description DuPage Cnty Health Food Permit 2020  
Quantity 1.000  
Price \$242.0000  
Extended Price \$242.00  
GL Distribution 05-60-11301-5309004

COMMENTS  
2020 Health Dept Food Permit  
DuPage County  
470 Licenses NONE

APPROVAL                      DATE

NEXT APPROVALS