

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082098  
Vendor Name: Cr Mrig Company  
Invoice Number: 1671118  
Invoice Date: 06/12/20  
PO Number: P0370024  
Check Number: 0270851  
Check Amount: \$ 450.00  
Check Date: 07/14/2020  
Department ID: 00819  
Reviewer Name: None  
Voucher Number: V0631404  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: acctpay@cod.edu  
Sent: Mon Jun 22 23:47:52 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Invoice for Webinar-Academic Impressions  
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**From:** Henderson, Kristina <hendersn@cod.edu>  
**Sent:** Monday, June 22, 2020 2:52 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Cc:** Pliego Mendez, Ana <pliegoa@cod.edu>  
**Subject:** Invoice for Webinar-Academic Impressions

Hi,

I hope you are doing well! Could you please process this invoice for payment? Attached is the PO and the invoice.

Thank you,  
Kristina

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Kristina Henderson | Coordinator of Student Life, New Student Orientation  
Orientation Leader Program | Advisor: Alter Ego Productions Student Programming Board  
hendersn@cod.edu | 630-942-2510  
Pronouns: she, her, hers

College of DuPage | Office of Student Life  
425 Fawell Blvd. Glen Ellyn, IL 60137  
[www.cod.edu/studentlife](http://www.cod.edu/studentlife)

Signature Themes: Connectedness | Deliberative | Restorative | Empathy | Belief

**APPROVED**  
**06/25/20 - KRISTINA HENDERSON**



Pay Invoice ▾

PO # 370024

## Invoice

Order #1671118



Date	May 13, 2020
Invoice Due	June 12, 2020

From	Academic Impressions 5299 DTC Blvd., Ste 1400 Greenwood Village, CO 80111 US
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Invoice Total	USD: \$450.00
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To	Ana Pliego College of DuPage 425 Fawell Blvd Glen Ellyn, IL 60137 US
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Balance	USD: \$450.00
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Product	Price	Qty	Amount
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Creating a Virtual Orientation Experience that Preserves On-Campus Benefits
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USD: \$450
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1
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USD: \$450
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Subtotal	USD: \$450.00
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Total	USD: \$450.00
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## Notes

Please remit payment to:

CR Mrig Company, dba Academic Impressions

5299 DTC Blvd., Suite 1400

Greenwood Village, CO 80111

Phone: 720-488-6800

Tax ID: 84-1580974

## Terms

Due Upon Receipt



<https://www.academicimpressions.com>



**Bill To:****College of DuPage**

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

Accounts Payable, SRC 2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**Vendor:**

1082098  
Cr Mrig Company  
4601 DTC Blvd.  
Suite 800  
Denver, CO 80237  
Attn: Customers Service

Phone: 720-988-1241  
Fax: 303-221-2259

**PURCHASE ORDER**

370024

**Page:**

1

**Release Method:**

Hard Copy

**Release Date:**

06/18/2020

**Created Date:**

06/18/2020

**APPROVED****06/25/20 - KRISTINA HENDERSON****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:** Henderson, Kristina**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 680650**Requisitioner Name(s):** Kristina Henderson

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Creating a Virtual Orientation Experience that Preserves On-Campus Benefits	\$450.00	\$450.00
<b>Deliver To:</b> Henderson, Kristina						
<b>Sub Total: \$</b>						<b>450.00</b>
<b>Total: \$</b>						<b>450.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-30-00819-5501002		\$450.00

**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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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**

370024

**Page:** 2**Release Method:** Hard Copy**Release Date:** 06/18/2020**Created Date:** 06/18/2020

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**06/25/20 - KRISTINA HENDERSON**