

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1177514

Vendor Name: Home Depot - Downers Grove

Invoice Number: B0370240

Invoice Date: 07/08/20

PO Number: B0370240

Check Number: 0270894

Check Amount: \$ 493.76

Check Date: 07/14/2020

Department ID: 11001

Reviewer Name:

Voucher Number: V0634852

Redaction Type: None

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

Document Below

-----  
From: dandoa@cod.edu  
Sent: Wed Jul 08 18:29:19 CDT 2020  
To: invoicing@cod.edu  
CC: hopper@cod.edu,mcgowan@cod.edu  
Subject: Check Enclosed Request PO#370240  
-----

Hello,

The attached purchase order and check enclosed has been ordered by Ellen McGowan. Kindly work directly with her and Joe Hopper as needed to coordinate pick up of check.

Thank you.

*Best,*

*Anne Marie Dando*  
*Purchasing Assistant*

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2813 | F: (630) 942.4201 | [dandoa@cod.edu](mailto:dandoa@cod.edu)

***Click Here for current bids/Rfps!***

***COD: Check out our Team Site!***

*Best,*

*Anne Marie Dando*  
*Purchasing Assistant*



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***Click Here for current bids/Rfps!***

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

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



Check  
Enclosed

**PURCHASE ORDER**

370240

Page: 1

Release Method: Hard Copy

Release Date: 07/08/2020

Created Date: 07/08/2020

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Check Enclosed Request - Joe Hopper to pick  
up on 7/16/20 check run - 7/8/20 amd

**Vendor:****Ship To:**

1177514

Home Depot - Downers Grove

2000 Butterfield Road

Downers Grove, IL 60515

Acct. Sales

Phone: 630-792-0600

Fax: 630-792-7426

BLANKET PO

425 Fawell Blvd.

Glen Ellyn, IL 60137

Purchasing Manager

Phone: 630-942-2378

Fax:

**Deliver To:** Joe Hopper, MAC 133**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

No. H1916-146279

**Requisition Number(s):** 680828**Requisitioner Name(s):** Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	0000-301-183	20	Each	Glidden Prem Int Flat Black 128 oz	\$19.97	\$399.40
<b>Deliver To:</b> Joe Hopper, MAC 133						
2	1002-861-814	7	Each	ECS 13w(100w) A19 SW ND 11K LED 4PK	\$13.48	\$94.36
<b>Deliver To:</b> Joe Hopper, MAC 133						
<b>Sub Total: \$</b>						<b>493.76</b>
<b>Total: \$</b>						<b>493.76</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-40-11001-5401006		\$493.76

**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.

**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

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

**PURCHASE ORDER**

370240

**Page:** 2**Release Method:** Hard Copy**Release Date:** 07/08/2020**Created Date:** 07/08/2020



# QUOTE

Store 1916 DOWNERS GROVE  
2000 BUTTERFIELD RD  
DOWNERS GROVE, IL 60515

Phone: (630) 792-9600  
Salesperson: JXG521A  
Reviewer:

Page 1 of 1

No. H1916-146279

SOLD TO

Name	<b>HOPPER     JOE</b>		Phone 1	<b>(630) 942-2913</b>	
Address	425 FAWELL BLVD		Phone 2	(630) 484-5012	
	Company Name				
City	GLEN ELLYN		Job Description	Paint/Light Bulbs	
State	IL	Zip	60137	County	DUPAGE

## QUOTE

2020-06-30 14:45

Prices Valid Thru: 07/07/2020

### CUSTOMER PICKUP #1

### MERCHANDISE AND SERVICE SUMMARY

We reserve the right to limit the quantities of merchandise sold to customers

REF # W03     SKU # 0000-515-664     Customer Pickup / Will Call

#### STOCK MERCHANDISE TO BE PICKED UP:

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R01	0000-301-183	20.00	GA	GLIDDEN PREM INT FLAT BLACK 128OZ	A	N	\$19.97	\$399.40
R02	1002-861-814	7.00	EA	ECS 13W(100W) A19 SW ND 11K LED 4PK	A	N	\$13.48	\$94.36

SCHEDULED PICKUP DATE: 07/13/2020

MERCHANDISE TOTAL: \$493.76

END OF CUSTOMER PICKUP - REF #W03

### TOTAL CHARGES OF ALL MERCHANDISE & SERVICES

#### Policy Id (PI):

A: 180 DAYS DEFAULT POLICY;

ORDER TOTAL	\$493.76
SALES TAX	\$0.00
TOTAL	\$493.76
BALANCE DUE	\$493.76

'The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.'

END OF ORDER No. H1916-146279

FOR WILL CALL  
MERCHANDISE PICK-UP  
PROCEED TO WILL CALL OR  
SERVICE DESK AREA  
(Pro Customers, Proceed To The Pro Desk)

-----  
From: cruseb199@cod.edu  
Sent: Thu Jul 09 16:47:22 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check Enclosed Request PO#370240  
-----

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Hopper, Joseph <hopper@cod.edu>  
**Sent:** Thursday, July 9, 2020 4:32 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** FW: Check Enclosed Request PO#370240

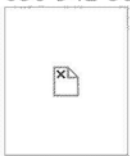
Hi Bethany,  
Below is Ellen Roberts approval. Please let me know if I can pick the check up on Thursday 7/17. Thank you!

Best,

Joe Hopper

Production Manager  
Rentals Manager

630-942-2913 office  
630-942-3002 fax



College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

[www.AtTheMac.org](http://www.AtTheMac.org)

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Thursday, July 9, 2020 10:37 AM  
**To:** Dando, Anne Marie <dandoa@cod.edu>; McGowan, Ellen <mcgowan@cod.edu>; Invoicing <invoicing@cod.edu>  
**Cc:** Hopper, Joseph <hopper@cod.edu>  
**Subject:** RE: Check Enclosed Request PO#370240

Good morning,

This is approved.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

**From:** Dando, Anne Marie <dandoa@cod.edu>  
**Sent:** Thursday, July 9, 2020 10:13 AM  
**To:** McGowan, Ellen <mcgowan@cod.edu>; Invoicing <invoicing@cod.edu>  
**Cc:** Hopper, Joseph <hopper@cod.edu>; Roberts, Ellen <roberts@cod.edu>  
**Subject:** Re: Check Enclosed Request PO#370240

Hello All!

I have copied in Ellen Roberts as Bethany requires her approval for the pick up of this check.

Thank you.

*Best,*

*Anne Marie Dando*  
Purchasing Assistant



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**From:** McGowan, Ellen  
**Sent:** Thursday, July 9, 2020 9:55 AM  
**To:** Invoicing  
**Cc:** Hopper, Joseph; Dando, Anne Marie  
**Subject:** RE: Check Enclosed Request PO#370240

Thank you, Anne Marie.  
Bethany, we can pick up with the regular check run on July 16, if that is the day.  
Let us know.

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

**From:** Dando, Anne Marie <dandoa@cod.edu>  
**Sent:** Wednesday, July 8, 2020 6:29 PM  
**To:** Invoicing <invoicing@cod.edu>  
**Cc:** Hopper, Joseph <hopper@cod.edu>; McGowan, Ellen <mcgowan@cod.edu>  
**Subject:** Check Enclosed Request PO#370240

Hello,

The attached purchase order and check enclosed has been ordered by Ellen McGowan. Kindly work directly with her and Joe Hopper as needed to coordinate pick up of check.

Thank you.

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*Purchasing Assistant*  
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