

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083671
Vendor Name: Computer Information Systems
Invoice Number: 236761
Invoice Date: 07/01/20
PO Number: P0370489
Check Number: E0081025
Check Amount: \$ 12,855.15
Check Date: 07/29/2020
Department ID: 00697
Reviewer Name: None
Voucher Number: V0636644
Redaction Type: None
Document Type: AP Invoice

Document Below

From: nehlsj156@cod.edu
Sent: Thu Jul 23 17:00:03 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: College of DuPage PO#370489

Good Afternoon,

Can this be processed?

Thank you,

Deputy Chief Jim Nehls
College of DuPage Police Department
630-942-4277
nehlsj156@cod.edu

APPROVED
07/27/20 - JOSEPH MULLIN

From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Thursday, July 23, 2020 3:56 PM
To: Nehls, James <nehlsj156@cod.edu>
Subject: College of DuPage PO#370489

Dear Jim,

Since you already have been invoiced, for your convenience I have attached the following:

- The PO#370489 to keep with your records .
- CIS Invoice #236761- PO#370489 .pdf - I have recorded the PO on the invoice so all you have to do is email the above document to invoicing@cod.edu for payment.

I hope you have a wonderful weekend!

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

Click Here for current bids/Rfps!

From: wattss14@cod.edu
Sent: Wed Jul 15 13:58:49 CDT 2020
To: invoicing@cod.edu
CC: mullin@cod.edu
Subject: FW: Invoice 236761 from Computer Information Systems Inc.

Good Afternoon,

Please route the attached invoice to the appropriate A/P for processing.

Thank you,

Susan Watts
Administrative Assistant
College of DuPage
Police Department

From: Agnes Rygula <ARygula@cis.com>
Sent: Wednesday, July 15, 2020 9:30 AM
To: Cascarano, Teresa <cascaranot@cod.edu>
Cc: Watts, Susan <wattss14@cod.edu>
Subject: Invoice 236761 from Computer Information Systems Inc.

Computer Information Systems Inc.

Invoice Due: 07/21/2020
236761

Amount Due: **\$12,855.15**

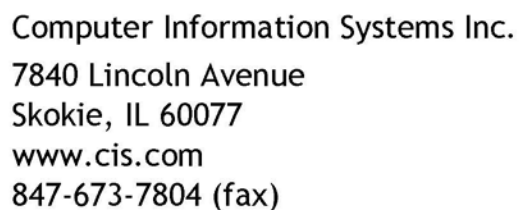
Dear Ms Cascarano:

Your invoice is attached.

Please call me if you have any questions.

Agnes Rygula
Vice President of Finance and Administration

COMPUTER INFORMATION SYSTEMS INC.
7840 N Lincoln Ave
Skokie, IL 60077
Voice: 847-673-7800
Fax: 847-673-7804
E-mail: ARygula@cis.com
Web: www.cis.com



DATE	INVOICE #
7/1/2020	236761

College of Dupage
425 Fawell Blvd.
Suite SRC 2040
Glen Ellyn, IL 60137-6599

SHIP TO

DESCRIPTION	Start Date	End Date	QUANTITY	PRICE EACH	AMOUNT
License Renewal, Support and Maintenance	7/21/2020	7/20/2021		12,855.15	12,855.15

Total	\$12,855.15
Payments/Credits	\$0.00
Balance Due	\$12,855.15

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:

1083671
Computer Information Systems
7840 N. Lincoln Ave
Skokie, IL 60077

Attn: MAXINE YEFSKY

Phone: 847-673-7800
Fax:

PURCHASE ORDER

370489

Page: 1

Release Method: Hard Copy

Release Date: 07/23/2020

Created Date: 07/23/2020

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: J Nehls, 4277

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice #236761 (7/21/20 thru 7/20/21)

Requisition Number(s): 680799

Requisitioner Name(s): James Nehls

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	CIS - Annual Contract	\$12,855.15	\$12,855.15
Deliver To: J Nehls, 4277						

Sub Total: \$ 12,855.15

Total: \$ 12,855.15

Account Code Summary

Account Code	Account Description	Amount
01-70-00697-5304004		\$12,855.15

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 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.

Bill To:**College of DuPage**

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425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1083671
Computer Information Systems
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Skokie, IL 60077

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