

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1394095

Vendor Name: Name on Anything.com

Invoice Number: P0372813

Invoice Date: 03/15/21

PO Number: P0372813

Check Number: E0083763

Check Amount: \$ 965.00

Check Date: 03/17/2021

Department ID: 11001

Reviewer Name:

Voucher Number: V0665481

Redaction Type: None

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

Document Below

**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:**

1394095  
Name on Anything.com  
23W328 Great Western Ave.  
Glen Ellyn, IL 60137

Attn: Lee Owens

Phone: 630-545-2642

Fax:

Send copy of Check Enclosed PO to  
McGowan@cod.edu. Ellen will request  
manual check print. 3/15/21 and

**APPROVED**

By Ellen M. Roberts at 1:57 pm, Mar 16, 2021

**PURCHASE ORDER**

372813

Page: 1

Release Method: Hard Copy

Release Date: 03/15/2021

Created Date: 03/15/2021

**Ship To:**

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2238

Deliver To: Tom Murray, MAC201H

**AP VERIFIED****03/17/21 - BETHANY CRUSE**

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

Requisition Number(s): 684091

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	XVSQN-NVBRU	200	Each	Custom Cloth Face Masks - Adjustable Ear Straps	\$4.70	\$940.00
Deliver To: Tom Murray, MAC201H						
2	ADDCHG	1	Each	Set up Charge	\$25.00	\$25.00
Deliver To: Tom Murray, MAC201H						
Sub Total: \$						965.00
Total: \$						965.00

**Account Code Summary**

Account Code	Account Description	Amount
01-40-11001-5409007		\$965.00

**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

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From: Cruse, Bethany <cruseb199@cod.edu>  
Sent: Wed Mar 17 09:49:50 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf  
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**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Wednesday, March 17, 2021 9:44 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Fw: Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf

Good Morning Bethany,

Attached is a check enclosed request that Ellen Roberts approved. Do you need anything more to process?

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

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**From:** Humphrey, Vera  
**Sent:** Wednesday, March 17, 2021 9:36 AM  
**To:** Sekerka, Joyce; McGowan, Ellen  
**Subject:** FW: Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf

Hi Joyce,

Ellen Roberts has approved manual check request, please see below. Please contact Ellen McGowan if you need further information.

Thanks and have a great day!

Vera Humphrey  
Administrative Assistant to the  
Interim Vice President  
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)

x

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**From:** Humphrey, Vera  
**Sent:** Tuesday, March 16, 2021 9:26 PM  
**To:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Cc:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>  
**Subject:** FW: Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf

Hi Joyce,

Ellen has approved manual check.

Than you.

Vera Humphrey  
Administrative Assistant to the  
Interim Vice President  
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)

x

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**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Tuesday, March 16, 2021 1:58 PM  
**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Subject:** RE: Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf

Vera,

Here you go . . .

Thank you,

Ellen

Ellen M. Roberts

Interim Vice President, Administrative Affairs

**College of DuPage**

425 Fawell Blvd.

Glen Ellyn, IL 60137

[roberts@cod.edu](mailto:roberts@cod.edu)

630-942-2218

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**From:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Sent:** Tuesday, March 16, 2021 10:00 AM

**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>

**Subject:** FW: Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf

Hi Ellen,

A manual check request for your approval.

Thank you.

**Vera Humphrey**

**Administrative Assistant to the**

**Interim Vice President**

**of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137

630-942-4285 (ph) | 630-942-2297 (fax)

x

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**From:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>

**Sent:** Tuesday, March 16, 2021 9:49 AM

**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Subject:** FW: Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf

Vera,

Please send to Ellen Roberts for Manual Check approval.

And then please send to Payables and copy me.

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

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**From:** Dando, Anne Marie <[dandoa@cod.edu](mailto:dandoa@cod.edu)>

**Sent:** Monday, March 15, 2021 5:37 PM

**To:** Invoicing <[invoicing@cod.edu](mailto:invoicing@cod.edu)>

**Cc:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>

**Subject:** Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf

Hello,

The attached purchase order and check enclosed has been ordered by Ellen McGowan. Kindly work directly with her as needed.

Thank you.

Best,

**Anne Marie Dando**

*Procurement Services Assistant*



425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: ( 630) 942.2813 | [dandoa@cod.edu](mailto:dandoa@cod.edu)

[Click Here for current bids/Rfps!](#)

**COD: Check out our [Team Site!](#)**

[attachment: Check Enclosed Request PO#372813 -Ellen McGowan 3-15-21 amd.pdf]



 College of DuPage



**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  
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**

372813

**Page:** 2**Release Method:** Hard Copy**Release Date:** 03/15/2021**Created Date:** 03/15/2021

# ORDER ACKNOWLEDGMENT

Name On Anything.com  
23W328 Great Western Avenue  
Glen Ellyn, IL 60137

Phone: 630.545.2642 Fax: 630.534.6165  
Email: lee@nameonanything.com

PO/Ref #: 210225-1L  
Job #: 210225-1L  
Date: Mar 12, 2021

**Bill To:**

College of Dupage McAnich Arts Center (The MAC)  
Tom Murray  
425 Fawell Blvd  
Glen Ellyn, Illinois 60137


Phone: 630-854-6707  
Email: murrayt166@cod.edu

**Ship To:**

College of Dupage McAnich Arts Center (The MAC)  
Tom Murray  
425 Fawell Blvd  
Glen Ellyn, Illinois 60137

Phone: 630-854-6707  
Email: murrayt166@cod.edu

Salesperson Lee Owens	Ship Via Ground	Est. Ship Date In-hands by 04/02/21	Payment Terms Prepay
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Qty	Item #	Description	Unit Price	Ext. Price
200	XVSQN-NVBRU	 Custom Cloth Face Masks - Adjustable Ear Straps Color: Black Size: 10" W x 5.25" H Imprint: Full color Freida's Head with Logo on Right Cheek	\$4.70	\$940.00
1	ADDCHG	Additional charges for Custom Cloth Face Masks - Adjustable Ear Straps Setup Charge: \$25.00	\$25.00	\$25.00

Subtotal	\$965.00
Shipping	\$0.00
Tax (0%)	EXEMPT
<b>Total</b>	<b>\$965.00</b>

**NOTES TO CUSTOMER:**

Please use the provided link to pay your invoice;

<https://www.promoplace.com/nameonanything/paybill.htm>

Price based on camera ready/vector artwork. Additional charges may apply.

**PLEASE NOTE - COVID 19:** Due to the disruption of the supply chain and delivery services we cannot guarantee an in-hands date. While we try to do everything we can, we cannot control what happens at the manufacturing and transit levels.

In the rare instance there is a problem with your finished product, we must be notified within 5 business days upon delivery. While we wish we could grant you further time, we are at the mercy of the manufacturers policy.

Thank you for understanding.