

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089244
Vendor Name: Scantron Corporation
Invoice Number: 6430575
Invoice Date: 03/02/21
PO Number:
Check Number: E0083781
Check Amount: \$ 1,179.85
Check Date: 03/17/2021
Department ID: 02176
Reviewer Name: Yvonne Bedford
Voucher Number: V0664075
Redaction Type: None
Document Type: AP Invoice

Document Below

SCANTRON®

INVOICE

INVOICE NUMBER:		6430575
DATE:	02-MAR-21	Page 1 of 1
CUSTOMER NO:	200235331	CREDIT REF NO:
TAX I.D NO : 95-2767912		

BILL TO:

ATTN: ACCOUNTS PAYABLE
COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137

LOCATED AT:

200235331
ATTN: PURCHASING MANAGER
COLLEGE OF DUPAGE
SHIPPING & RECEIVING
425 FAWELL BLVD
GLEN ELLYN IL 60137

APPROVED 03/12/21

DANIEL DEASY

Reference Num: SCT ORDER ENTRY 1613384

PURCHASE INFORMATION	SHIPPING INFORMATION (MOST RECENT SHIPMENT)	PAYMENT INFORMATION
PURCHASE ORDER: 372583 AGREEMENT NUMBER: ORDER SOURCE: E-Mail	SHIP DATE: 02 MAR 21 CARRIER: FEDEX B/L NUMBER: 976833116277	TERMS: NET 60 DUE DATE: 01 MAY 21 SALES REP: Standard Forms, CONTACT: accountsreceivable@scantron.com (800) 228-3628

DESCRIPTION	U/M	QTY	T A X	UNIT PRICE	EXTENDED PRICE
882-E-LOVAS 882-E-LOVAS 100Q A-E (500/PKG)	PACKAGE	15	N	75.75	1,136.25
INVOICE SUMMARY: TOTAL FOR ALL LINE ITEMS TOTAL FREIGHT 6.25% STATE TAX 0.00% CITY TAX 0.00% COUNTY TAX Invoice Notes: NET 60 Amounts not paid when due are subject to finance charges of 1.5% per month or the highest rate permitted by law, whichever is less, compounded daily from the due date until paid. Please update remit to address if needed.					1,136.25 43.60 0.00 0.00 0.00
INVOICE REVIEWED OKAY TO PAY					

YVONNE BEDFORD 03/05/21

SUBTOTAL	TAX	TOTAL
1,179.85	0.00	(USD) 1,179.85

Please Remit to:

SCANTRON CORPORATION
P O Box 93038
Chicago, IL 60673

CUSTOMER COPY

From: McLaughlin, Ashley <mclaughl@cod.edu>
Sent: Thu Mar 04 09:56:19 CST 2021
To: invoicing@cod.edu
CC: bedford@cod.edu,hob@cod.edu
Subject: FW: [External] College of DuPage PO#372583 :WI2021024183413915F2

Morning,
Attached is the invoice for PO 3056457
Please let me know if you need anything else. ☺
Thanks
Ashley

From: AccountsReceivable@scantron.com <AccountsReceivable@scantron.com>
Sent: Wednesday, March 03, 2021 4:18 PM
To: Dando, Anne Marie <dandoa@cod.edu>
Cc: McLaughlin, Ashley <mclaughl@cod.edu>
Subject: [External] College of DuPage PO#372583 :WI2021024183413915F2

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hi Anne

Thank you for contacting Scantron.

Please find the attached copy of invoice# 6430575 for the PO# 3056457 as requested.

Please let us know, if you need anything else.

Thank you for your business.

Kind regards
Panju Rathinam
Accounts receivable
Toll Free: 800.228.3628



From : dandoa@cod.edu
Sent : Saturday, February 27, 2021 5:12:09 AM
To : customer_service@scantron.com,accountsreceivable@scantron.com
CC : mclaughl@cod.edu
Subject : College of DuPage PO#372583

CAUTION EXTERNAL EMAIL

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (Reply ALL) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2550

The warehouse is open Monday through Friday: 7:30am to 3:30pm

Kindly monitor website for ongoing updates.

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Best,

Anne Marie Dando
Procurement Services Assistant



425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | dandoa@cod.edu

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

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

DO NOT open attachments or click on links from unknown senders or unexpected emails

[attachment: INV#6430575.pdf]

[attachment: PO#3056457.pdf]

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:

1089244
Scantron Corporation
2020 S. 156th Cr
P.o. Box 45550
Omaha, NE 68145-0550
Attn: Nancy Friedman

Phone: 800-722-6876
Fax:

PURCHASE ORDER

372583

Page: 1

Release Method: Hard Copy

Release Date: 02/26/2021

Created Date: 02/26/2021

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: Ashley McLaughlin**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Price Quotation - Presented on 2/2/21

Account no: 101023097

Requisition Number(s): 683518**Requisitioner Name(s):** Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		15	Each	882-E-LOVAS	\$75.75	\$1,136.25
Deliver To: Ashley McLaughlin						
2		1	Each	Shipping	\$43.60	\$43.60
Deliver To: McLaughlin, Ashley						
Sub Total: \$						1,179.85
Total: \$						1,179.85

Account Code Summary

Account Code	Account Description	Amount
06-10-02176-5401006		\$1,179.85

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

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

372583

Page: 2**Release Method:** Hard Copy**Release Date:** 02/26/2021**Created Date:** 02/26/2021