

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1584944

Vendor Name: Figure 53 LLC

Invoice Number: B0374346

Invoice Date: 06/15/21

PO Number: B0374346

Check Number: 0282281

Check Amount: \$ 719.00

Check Date: 06/22/2021

Department ID: 12271

Reviewer Name:

Voucher Number: V0687337

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:

1584944
Figure 53 LLC
2443 Maryland Ave
Baltimore, MD 21218

Attn: Lola Pierson

Phone: 888-453-5353
Fax: 443-451-8279

CHECK ENCLOSED

APPROVED

By Ellen M. Roberts at 8:01 am, Jun 21, 2021

PURCHASE ORDER

374346

Page: 1

Release Method: Hard Copy

Release Date: 06/15/2021

Created Date: 06/15/2021

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing Manager

Phone: 630-942-2378

Fax:

Deliver To: Joe Hopper, MAC133

AP VERIFIED
06/21/21 - MARIA ZERRUDO

PO Created By: Castellanos, Susan

Purchase Order Comments:

CHECK ENCLOSED

Requisition Number(s): 685790

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	QLab 4 - Standard License Audio/Visual	\$679.00	\$679.00
Deliver To: Joe Hopper, MAC133						
2		1	Each	Check processing service fee	\$40.00	\$40.00
Deliver To: McGowan, Ellen						
Sub Total: \$						719.00
Total: \$						719.00

Account Code Summary

Account Code	Account Description	Amount
01-30-12271-5404002		\$719.00

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

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

374346

Page: 2**Release Method:** Hard Copy**Release Date:** 06/15/2021**Created Date:** 06/15/2021

From: Accounts Payable <acctpay@cod.edu>
Sent: Mon Jun 21 09:18:22 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Manual check approval Figure 53 LLC - For 6/23/21

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Monday, June 21, 2021 8:31 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>; Accounts Payable <acctpay@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>
Subject: FW: Manual check approval Figure 53 LLC - For 6/23/21

Hi Joyce,

FYI and further handling. If you have any questions, please contact Ellen McGowan.

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

From: Roberts, Ellen <roberts@cod.edu>
Sent: Monday, June 21, 2021 8:02 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Manual check approval Figure 53 LLC

Good morning, Vera –

Attached please find the signed form.

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: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, June 17, 2021 3:55 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual check approval Figure 53 LLC

Hi Ellen,

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

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Thursday, June 17, 2021 3:40 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: Accounts Payable <acctpay@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: Manual check approval Figure 53 LLC

Vera,
Please ask Ellen R to approve the check enclosed PO for print next week 6/23/21.
Send to Payables when approved.
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

From: Castellanos, Susan <castellanoss1510@cod.edu>
Sent: Tuesday, June 15, 2021 4:54 PM
To: McGowan, Ellen <mcgowan@cod.edu>
Cc: Hopper, Joseph <hopper@cod.edu>
Subject: PO374346.pdf

Ellen,

Per your request, see attached PO. Have a good afternoon.

Thank you,

Susan Castellanos

Buyer

Ext: 2216

- *[Click Here](#) for current bids/Rfps!*
- *COD: Check out our [Team Site](#)!*

[attachment: PO374346.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:

1584944
Figure 53 LLC
2443 Maryland Ave
Baltimore, MD 21218

Attn: Lola Pierson

Phone: 888-453-5352
Fax: 443-451-8279

CHECK ENCLOSED

APPROVED

By Ellen M. Roberts at 8:01 am, Jun 21, 2021

PURCHASE ORDER

374346

Page: 1

Release Method: Hard Copy

Release Date: 06/15/2021

Created Date: 06/15/2021

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Joe Hopper, MAC133

PO Created By: Castellanos, Susan

Purchase Order Comments:

CHECK ENCLOSED

Requisition Number(s): 685790

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	QLab 4 - Standard License Audio/Visual	\$679.00	\$679.00
Deliver To: Joe Hopper, MAC133						
2		1	Each	Check processing service fee	\$40.00	\$40.00
Deliver To: McGowan, Ellen						
Sub Total: \$						719.00
Total: \$						719.00

Account Code Summary

Account Code	Account Description	Amount
01-30-12271-5404002		\$719.00

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

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

374346

Page: 2**Release Method:** Hard Copy**Release Date:** 06/15/2021**Created Date:** 06/15/2021