

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1230460

Vendor Name: A. Horn, Inc.

Invoice Number: 8612

Invoice Date: 03/30/21

PO Number: B0372220

Check Number: E0084973

Check Amount: \$ 13,149.00

Check Date: 06/08/2021

Department ID: 00709

Reviewer Name:

Voucher Number: V0670883

Redaction Type: None

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

Document Below

From: Jennifer Surovitz <jennifer@ahorninc.com >
Sent: Tue Mar 30 12:54:31 CDT 2021
To: invoicing@cod.edu
CC: kingd680@cod.edu
Subject: [External] MAC Planters

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.

Please see the attached invoice.

Thanks,
Jennifer Surovitz
A. Horn, Inc.
125 Harrison St.
Barrington, IL 60010
O 847-382-4170 ext 126

[attachment: COD MAC Planter Replacement Invoice_20210330_0001.pdf]



A. HORN, INC.
125 HARRISON STREET
BARRINGTON IL 60010
847-382-4170

License: MC5635

Contract Invoice

Invoice#: 8612

Date: 03/30/2021

Billed To: COLLEGE OF DUPAGE

Project: COLLEGE OF DUPAGE PIERS
425 FAWELL BLVD
GLEN ELLYN IL 60137

APPROVED
06/07/21 - DIRK HEID

Due Date: 04/29/2021

Terms: 30DY

Order# 372220

Description

Amount

MAC PLANTER REPLACEMENT

11,955.00

INVOICE REVIEWED
OKAY TO PAY
KATHY STRIPLIN 06/03/21

A service charge of 0.00 % per annum will be charged on all amounts
overdue on regular statement dates.

Thank you for your prompt payment!

Sales Tax:	0.00
Invoice Total:	11,955.00
Retention:	0.00
Amount Paid:	0.00
Amount Due	11,955.00

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:

1230460
A. Horn, Inc.
125 Harrison St
Barrington, IL 60010

Attn: Clifton M. Horn

Phone: 847-382-4170
Fax: 847-382-4176

PURCHASE ORDER

372220

Page: 1

Release Method: Hard Copy

Release Date: 01/26/2021

Created Date: 01/26/2021

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: Deon King

PO Created By: Casey, Kevin

Purchase Order Comments:

Requisition Number(s): 683361

Requisitioner Name(s): Deon King

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	MAC Planter Replacement Project	\$11,955.00	\$11,955.00
Deliver To: Deon King						
Sub Total: \$						11,955.00
Total: \$						11,955.00
Account Code Summary						
Account Code	Account Description					Amount
02-70-00709-5304003						\$11,955.00

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 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

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

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

PURCHASE ORDER

372220

Page: 2

Release Method: Hard Copy

Release Date: 01/26/2021

Created Date: 01/26/2021

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Mon Apr 26 16:29:17 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Ahorn invoice

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Friday, April 2, 2021 2:35 PM
To: Heid, Dirk <heidd@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Ahorn invoice

Dirk,
I will not finish completing the voucher. Adding in Marivic who handles this alphabet so she is aware. She is out today but will be back Monday.

Marivic,
This invoice is in the complete que.

Thanks

Bethany Cruse
AP Lead
College of DuPage
630-942-4294

From: Heid, Dirk <heidd@cod.edu>
Sent: Friday, April 2, 2021 12:56 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Ahorn invoice

Bethany
Yesterday approved an invoice to be paid for Ahorn construction (Po 372220) For \$11,955. I forgot that this project had a change order for it. I will need to increase the PO for this and seek approval for the change order. Can you put a hold on paying that invoice until the change order is complete.

Dirk B. Heid FMP
Buildings and Grounds Manager
Facilities Management
College of DuPage
425 Fawell Boulevard
Glen Ellyn, Illinois 60137
630-942-2574

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1230460
Vendor Name: A. Horn, Inc.
Invoice Number: 8631
Invoice Date: 04/13/21
PO Number: B0372220
Check Number: E0084973
Check Amount: \$ 13,149.00
Check Date: 06/08/2021
Department ID: 00709
Reviewer Name: Kathy Striplin
Voucher Number: V0672417
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Jennifer Surovitz <jennifer@ahorninc.com >
Sent: Tue Apr 13 13:05:45 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] COD MAC Planters Change Order #1 Invoice

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.

Please see the attached invoice.

Thanks,
Jennifer Surovitz
A. Horn, Inc.
125 Harrison St.
Barrington, IL 60010
O 847-382-4170 ext 126

[attachment: COD MAC Planters CO #1.PDF]



A. HORN, INC.
125 HARRISON STREET
BARRINGTON IL 60010
847-382-4170

License: MC5635

Contract Invoice

Invoice#: 8631

Date: 04/13/2021

Billed To: COLLEGE OF DUPAGE

Project: COLLEGE OF DUPAGE PIERS
425 FAWELL BLVD
GLEN ELLYN IL 60137

APPROVED
06/07/21 - DONALD INMAN

Due Date: 05/13/2021

Terms: 30DY

Order#

Description	Amount
CO#1	1,194.00

INVOICE REVIEWED
OKAY TO PAY
KATHY STRIPLIN 06/03/21

*A service charge of 0.00 % per annum will be charged on all amounts
overdue on regular statement dates.*

Thank you for your prompt payment!

Sales Tax:	0.00
Invoice Total:	1,194.00
Retention:	0.00
Amount Paid:	0.00
Amount Due	1,194.00