

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: P0002300
Invoice Date: 3/7/2022
PO Number: P0002300
Check Number: 0296955
Check Amount: \$ 210.00
Check Date: 03/08/2022
Voucher Number: V0732060
Document Type: AP Invoice

Document Below

Purchase Order**Purchase Order #: P0002300****Order Total: 210.00 USD**

VILLAGE GLEN ELLYN, ILLINOIS

**Check enclosed request - Needs payment to send to
the Village of Glen Ellyn for permit fees. 3-7-2022 AK****Date:** 03/07/2022
Transaction #: 2778760
Authorized By: Amber Kalish**Requested By:** James Prochaska
Requester Email: prochaskaj150@cod.edu
Phone: 630-942-2066**CONFIRMING REQUEST****Supplier Address:**VILLAGE GLEN ELLYN, ILLINOIS
535 Duane St
Attn: Food and Beverage Tax
Glen Ellyn, IL 60137
United States
Attn: Christina Coyle
Phone: 999-999-9999**Ship To:**College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: James Prochaska
Phone: 630-942-2238**Bill To:**College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228**Order Comments:**

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Construction permit fee	Each	1	210.00 USD	210.00 USD
Ship To Attn: James Prochaska						

Subtotal: 210.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 210.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

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.

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"Kalish, Amber" <kalisha@cod.edu>

Check enclosed P0002300 James Prochaska 3-7-2022 AK.pdf

"Kalish, Amber" <kalisha@cod.edu>

Mon, Mar 7, 2022 at 03:56 PM GMT

CC:

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by James Prochaska. Kindly work directly with him as needed.

Thank you.

Best,

Amber Kalish

Procurement Services Assistant

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

T: (630) 942.2813 | kalisha@cod.edu

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

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

2 attachments

image001.jpg

P0002300.pdf