

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1188426  
Vendor Name: Village of Glen Ellyn, Illinois  
Invoice Number: PO2725  
Invoice Date: 4/13/2022  
PO Number: P0002725  
Check Number: 0298321  
Check Amount: \$ 2,400.00  
Check Date: 04/14/2022  
Voucher Number: V0736589  
Document Type: AP Invoice

Document Below

**Purchase Order****Purchase Order #: P0002725**

VILLAGE GLEN ELLYN, ILLINOIS

**Order Total: 2,400.00 USD****Check enclosed request. Must have  
payment to secure permit. 4-13-2022 AK****Date:** 04/13/2022  
**Transaction #:** 2833667  
**Authorized By:** Amber Kalish**Requested By:** Yari Gonzalez  
**Requester Email:** gonzalez135@cod.edu  
**Phone:** 630-942-2314**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: Jo Le Mieux-Murphy, CMC  
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		Manual Check request Village of Glen Ellyn permit fees for SRC Fashion Studies Classroom Modifications	Each	1	2,400.00 USD	2,400.00 USD

Ship To Attn: Jo Le Mieux-  
Murphy, CMC**Subtotal:** 2,400.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 2,400.00 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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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>

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**Check Enclosed P0002725 Yari Gonzalez & Jo Le Mieux-Murphy 4-13-2022 AK.pdf**

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

Wed, Apr 13, 2022 at 01:11 PM GMT

CC: Gonzalez, Yanneliss <gonzalezy135@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Yari Gonzalez & Jo Le Mieux-Murphy. Please contact Jo Le Mieux-Murphy when check is ready to be picked up at extension #4034 or email lemieux-murphyj@cod.edu

Thank you.

Best,

Amber Kalish

*Procurement Services Assistant*

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

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

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

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

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**2 attachments**

image001.jpg

P0002725.pdf