

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1654450

Vendor Name: AV Chicago Inc

Invoice Number: 2827420

Invoice Date: 4/8/2022

PO Number: P0002675

Check Number: E0089128

Check Amount: \$ 2,900.00

Check Date: 04/12/2022

Voucher Number: V0736158

Document Type: AP Invoice

Document Below

## Purchase Order

Purchase Order #: P0002675

AV Chicago Inc.

Order Total: 2,900.00 USD



**Check enclosed request - Needs to send payment  
prior to services. 4-8-2022 AK**

Date: 04/08/2022  
Transaction #: 2827420  
Authorized By: Amber Kalish

Requested By: Kari Schoettle  
Requester Email: schoettlek@cod.edu  
Phone: 630-942-2914

## CONFIRMING REQUEST

## Supplier Address:

AV Chicago Inc  
619 W Taylor St  
Chicago, IL 60607  
United States  
Attn:  
Phone:

## Ship To:

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Ben Johnson  
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: Project Number: 22-0391

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		14k Lumen DLP Projector with fly cages	Each	2	1,000.00 USD	2,000.00 USD
		Ship To Attn: Ben Johnson				
2		Stumpfl 11x20' front projection screen - frames skins and flying brackets	Each	2	300.00 USD	600.00 USD
		Ship To Attn: Ben Johnson				
3		Trucking Expense - standard 16' truck and driver	Each	1	300.00 USD	300.00 USD
		Ship To Attn: Ben Johnson				

Subtotal: 2,900.00 USD

Tax: 0.00 USD

S &amp; H: 0.00 USD

Order Total: 2,900.00 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

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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 P0002675 Kari Schoettle 4-8-2022 AK**

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

Fri, Apr 8, 2022 at 02:08 PM GMT

CC: Schoettle, Kari <schoettlek@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Kari Schoettle. Kindly work directly with her as needed.

Thank you.

Best,

Amber Kalish

*Procurement Services Assistant*

425 Fawell Blvd. I | 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**

P0002675.pdf

image001.jpg