

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1313674
Vendor Name: Advanced Parts & Services
Invoice Number: 226017
Invoice Date: 9/1/2021
PO Number: P0002093
Check Number: E0089334
Check Amount: \$ 792.00
Check Date: 04/27/2022
Voucher Number: V0737017
Document Type: AP Invoice

Document Below



1800 Parkes Drive, Broadview, IL 60155
Phone: 800-339-7402 Fax: 708-354-7424

Invoice # : 226017

Invoice Date : 9/1/2021

Customer PO :

Work Order # :

Bill To : 2908		Location : 2908	
College of DuPage/Cafeteria 425 Fawell Blvd Glen Ellyn, IL 60137		College of DuPage/Cafeteria 425 Fawell Blvd Glen Ellyn, IL 60137	
Request By	Call Type	Terms	Technician
		NET 60	
<p>Service Performed:</p> <p>Bi-Annual PM service for the months of; Oct, Nov, Dec 2020and Jan, Feb and March 2021.</p> <p>Reference invoice 219756 has been voided.</p>			
Item	Description	Quantity	Price
Miscellaneous	Bi-Annual PM Service	1.00	792.00
			\$792.00

Commercial Foodservice Equipment

Service - Replacement Parts - Contracts - Repair
Warranty Service - New Installation - Warehousing
Remodeling - Consolidation - Delivery
Preventative Maintenance
Gas - Steam - Electric - Refrigeration

www.APandS.com

Item :	\$0.00
Freight :	\$0.00
Labor :	\$0.00
Miscellaneous :	\$792.00
Sales Tax :	\$0.00
Total :	\$792.00
Paid :	\$0.00
Balance Due :	\$792.00

Accounts Payable <acctpay@cod.edu>

FW: [External] 225898

Accounts Payable <acctpay@cod.edu>

Tue, Apr 12, 2022 at 01:45 PM GMT

CC:

BCC:

From: Erl, Lisa <erll630@cod.edu>

Sent: Monday, April 11, 2022 12:19 PM

To: jenkins@apands.com; Accounts Payable <acctpay@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>

Subject: RE: [External] 225898

Hi Jenny -

I have attached the PO, for your information, for invoice 226017 and will request that AP process payment for this.

Marivic, would you please process payment for this invoice?

Please let me know if there are any questions or if there is any additional information needed.

Thanks,

Lisa

Lisa G. Erl

Administrative Assistant, Business Services

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

630-942-2232

erll630@cod.edu

From: Erl, Lisa

Sent: Monday, April 11, 2022 9:21 AM

To: 'jadkins@apands.com' <jadkins@apands.com>; Accounts Payable <acctpay@cod.edu>; Zerrudo, Maria <zerrudom@COD.EDU>; Konicek, Lynn <sodexokonicek@cod.edu>; Kramer, David <kramerd@cod.edu>

Subject: RE: [External] 225898

Good morning -

I apologize...this fell through the cracks on my side. I will enter it into the system for payment.

Thank you,

Lisa

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Glen Ellyn, IL 60137

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erll630@cod.edu

From: jadkins@apands.com <jadkins@apands.com>

Sent: Monday, April 11, 2022 8:43 AM

To: Erl, Lisa <erll630@cod.edu>; Accounts Payable <acctpay@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>; Konicek, Lynn <sodexokonicek@cod.edu>; Kramer, David <kramerd@cod.edu>

Subject: [External] 225898

Importance: High

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.

Attached is an invoice from February we were following up for payment.

Can you please advise status.

Thank you.

Advanced Parts & Service
1800 Parkes Drive
Broadview, IL 60155
(708)354-7400

3 attachments

P0002093.pdf

226017.pdf

INVOICE

Invoice ID: 0500-1219-8616

Vendor	Advanced Parts & Services
Requester	Lisa Erl [1077342 erl630]
Created By	Joyce Sekerka [0353607 sekerkaj]
Create Date	04/12/2022

Invoice Information

Vendor	Advanced Parts & Services [1313674]
Invoice Number	226017Loc2908
Invoice Date	02/16/2022
Invoice Amount	792.00 USD
Check Memo	Ship To - Attn: Lisa Erl Inv. 226017 Loc 2908 Transaction Name: 02/14/2022 12:38-Erl-ADVANCED PARTS SERVICES 02/16/2022 07:32 CT Amber Kalish - From: Erl, Lisa <erl630@cod.edu> Sent: Tuesday, Febru
PO Number	0700-0023-3424

Invoice Notes

J Sekerka 04/12/2022 08:45 AM
Email address of sender: acctpay@cod.edu.
Email received timestamp: 04/12/2022 13:45 GMT

Allocation Details	Amount [USD]
PO Item	792.00
Amount To Be Expensed	792.00
05_60_13160_5304001	DEPT: AUX Food Service
Line	0001
Description	Bi-Annual PM Service for the months of Oct, Nov, Dec 2020 and Jan, Feb, and March 2021
Override Tkpr	Chrome River College of DuPage [Creator chromeriver chromeriver]
Invoice Quantity	1
U/M	Each
Unit Price	792.00

Allocation Summary		Amount (USD)
05_60_13160_5304001	DEPT: AUX Food Service OBJECT CODE: Maintenance Services Exps	792.00

Expense Summary		Amount (USD)
PO Item		792.00

Purchase Order



Purchase Order #: P0002093

ADVANCED PARTS SERVICES

Order Total: 792.00 USD

Date: 02/16/2022

Transaction #: 2752181

Authorized By: Amber Kalish

Requested By: Lisa Erl

Requester Email: erl630@cod.edu

Phone: 630-942-2232

CONFIRMING REQUEST

Supplier Address:

ADVANCED PARTS SERVICES
1800 Parkes Dr
Broadview, IL 60155
United States
Attn: Matt Dalbey
Phone: 708-354-7400

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Lisa Erl
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: Inv. 226017 Loc 2908

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Bi-Annual PM Service for the months of Oct, Nov, Dec 2020 and Jan, Feb, and March 2021.	Each	1	792.00 USD	792.00 USD
Ship To Attn: Lisa Erl						

Subtotal: 792.00 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 792.00 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.

Page 1

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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