

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1446511

Vendor Name: SSP Incorporated

Invoice Number: 630-942

Invoice Date: 6/10/2022

PO Number: P0003538

Check Number: 0300203

Check Amount: \$ 472.26

Check Date: 06/29/2022

Voucher Number: V0743046

Document Type: AP Invoice

Document Below

**Purchase Order****Purchase Order #: P0003538****Order Total: 472.26 USD**

SSP Inc.

**Check enclosed request - Needs payment for parts  
needed for the Locksmith Dept. 6-10-2022 AK****Date:** 06/10/2022  
**Transaction #:** 2906432  
**Authorized By:** Amber Kalish**Requested By:** Deon King  
**Requester Email:** kingd680@cod.edu  
**Phone:** 630-942-2320**CONFIRMING REQUEST****Supplier Address:**SSP Inc.  
2895 South 300 West  
Salt Lake City, UT 84115  
United States  
Attn: John Davies  
Phone: 801-214-7373**Ship To:**College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Deon King  
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:** Quote #SQ077967 is attached.

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Face Plate	Each	8	54.97 USD	439.76 USD
		Ship To Attn: Deon King	MFG/Provider: SSP Inc.	MFG/Provider Part #: NL-2254-FCR		
2		Freight/Shipping	Each	1	32.50 USD	32.50 USD
		Ship To Attn: Deon King	MFG/Provider: SSP Inc.			

**Subtotal:** 472.26 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 472.26 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.

Powered By: ESM Solutions.

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

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Check enclosed request for P0003538 Deon King 6-10-2022 AK.pdf

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

Fri, Jun 10, 2022 at 03:25 PM GMT

CC: King, Deon <kingd680@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Deon King. 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](mailto:kalisha@cod.edu)

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

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

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**2 attachments**

P0003538.pdf

image001.jpg