

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1675520  
Vendor Name: Production Plus Technologies, Inc.  
Invoice Number: 051623  
Invoice Date: 5/12/2023  
PO Number: P0007091  
Check Number: 0312041  
Check Amount: \$ 1,950.00  
Check Date: 05/16/2023  
Voucher Number: V0785753  
Document Type: AP Invoice

Document Below

## Purchase Order



**Purchase Order #: P0007091**

Production Plus Technologies, Inc.

Check enclosed request - needs payment to send to Production Plus Technologies inc. 5.12.23 EF "Requested as this vendor requires payment upon delivery (signed quote attached). We will also be requesting a manual check as the sign production will not take long and so we need the check ASAP"

**Order Total: 1,950.00 USD**

**Date:** 05/11/2023

**Transaction #:** 3418980

**Authorized By:** Eric Frick

**Requested By:** Kari Schoettle

**Requester Email:** schoettlek@cod.edu

**Phone:** 630-942-2914

# CONFIRMING REQUEST

**Supplier Address:**

Production Plus Technologies, Inc.  
124 Tower Dr.  
Burr Ridge, IL 60527  
United States  
Attn: Kristine Kruse  
Phone: 630-325-9666 x103

**Ship To:**

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Kari Schoettle  
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:** Job # 2023-1619

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		3x6 Central Park sign with curve top - outdoors	Each	1	1,450.00 USD	1,450.00 USD
		Ship To Attn: Kari Schoettle				
2		Freight - local delivery	Each	1	500.00 USD	500.00 USD
		Ship To Attn: Kari Schoettle				

**Subtotal:** 1,950.00 USD

**Tax:** 0.00 USD

**S & H:** 0.00 USD

**Order Total:** 1,950.00 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 in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu) with **only one PDF document per email**. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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-

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 the 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, and 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.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

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"Frick, Eric" <fricke@cod.edu>

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**Check Enclosed P0007091 Kari Schoettle 5.12.23**

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"Frick, Eric" <fricke@cod.edu>

Fri, May 12, 2023 at 03:08 PM UTC

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

BCC:

Hello,

The attached purchase order and check enclosed is being ordered by Kari Schoettle. Work directly with her as needed. Please note : Check enclosed requested as this vendor requires payment upon delivery (signed quote attached). We will also be requesting a manual check as the sign production will not take long and so we need the check ASAP.

Thank you.

**Eric Frick**

*Purchasing Expeditor*

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

T: ( 630) 942.2576 | [fricke@cod.edu](mailto:fricke@cod.edu)

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

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

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**2 attachments**

image001.jpg



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3. All payments are processed via ACH transfer weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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.
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**COD Snow Machine Rental****Job # 2022-1534****City:** Glen Ellyn**Venue:** College of Dupage**Prepared by:** Kristine Kruse

Office Phone: (630) 325-9666

Office Fax: (630) 630-8142

Mobile Phone: 630-325-9666

Email: kristinekruse@productionplus.com

**Prepared for:** College of Dupage

Contact Name: Rick Arnold

Office Phone:

Mobile Phone: 630-347-7323

Email: arnoldjr.r@cod.edu

**Proposed Schedule****Load In Date** Monday, November 14, 2022**Load Out Date** Tuesday, November 29, 2022**Terms**

- This budget is valid for (10) days from the issue dates.
- ~~50% deposit payment is due upon receipt of invoice.~~ College of DuPage to provide PO
- ~~An additional 25% deposit payment is due before the ship date.~~ Payment terms Net 60
- ~~Total of a 75% deposit payment confirmed and received by ship date, before load in.~~
- Overtime is omitted and will be billed at 1.5 times the prevailing rate in filling billing.
- ~~Balance of budget plus additions is due not (30) upon final invoice.~~
- ~~All invoices under \$5,000.00 are C.O.D.~~

The below quotation is meant to serve as a rough estimate. Final charges TBD pending parameters of build technique. Items not included to be considered and could potentially add cost could include; freight, packaging, staff labor, local labor, shore power, overhead rigging, travel, hotel, and airfare.

**Snow Machine Rental**



Date: Nov 11, 2022

Version: 1

Snow Machines	\$220.00	2	\$440.00
2 Machines			
Gallons of Fluid	\$45.00	6	\$270.00
Total			\$710.00

**Project Cost: \$710.00**

I understand that this Quote is subject to and incorporates Production Plus's Terms and Conditions, a copy of which is available at <https://productionplus.com/wp-content/uploads/2019/02/Terms-and-Conditions-of-Sales-and-Services-rev-021319-2.pdf>. By signing this Quote, I represent that I have read, understood, and agree to those Terms and Conditions.

AGREED TO AND ACCEPTED:

DocuSigned by  
Ellen Roberts 11/16/2022  
400000 1 0116 11 4:25

AGREED TO AND ACCEPTED:

Keffe 12/1/22