

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087327  
Vendor Name: The Morton Arboretum  
Invoice Number: COD RETREAT  
Invoice Date: 4/21/2023  
PO Number: P0007022  
Check Number: 0312491  
Check Amount: \$ 600.00  
Check Date: 06/06/2023  
Voucher Number: V0786937  
Document Type: AP Invoice

Document Below

**Purchase Order****Purchase Order #: P0007022****Order Total: 600.00 USD****College of DuPage****MORTON ARBORETUM****Date:** 05/04/2023**Transaction #:** 3388973**Authorized By:** Yen Nguyen**Requested By:** Melissa Doguim**Requester Email:** doguimm@cod.edu**Phone:** 630-942-3687

# CONFIRMING REQUEST

**Supplier Address:**

MORTON ARBORETUM  
Membership  
4100 Ill. Rte. 53  
Lisle, IL 60532-1293  
United States  
Attn: Customer Service  
Phone: 999-999-9999

**Ship To:**

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Melissa Doguim  
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		Room Rental of Morton Arboretum's Sycamore Room for Student Affairs Council Retreat on 4.21.2023	Each	1	600.00 USD	600.00 USD
Ship To Attn: Melissa Doguim						

**Subtotal:** 600.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 600.00 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 630-942-2217.

8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

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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of TREES

4100 Illinois Route 53 Lisle, Illinois 60532

## INVOICE

**ACCOUNT:** College of DuPage

**BOOKING:** COD Retreat

**CONTACT:** Ellen Roberts

**ADDRESS:** 425 Fawell Blvd.  
Glen Ellyn, 60137

**EMAIL:** [doguimm@cod.edu](mailto:doguimm@cod.edu)

**PHONE:**

630-942-3687

**ARBORETUM CONTACT:** Denise Martinez

**EMAIL:** [dmartinez@mortonarb.org](mailto:dmartinez@mortonarb.org)

**PHONE:** 630-725-2045

## EVENT SUMMARY

Name	Date	Time	Areas	Guests	Gtd	Rental
COD Retreat	4/21/2023	10:00 am – 5:00 pm	Sycamore Room	25		\$600.00

## ROOM RENTAL

Friday the 21st		Sycamore Room	Small Corporate	10:00 AM	
Qty				Price	Total
1	Sycamore Room (Includes Sycamore Terrace)			\$600.00	\$600.00

## BILLING

	Total
Room Rental	\$600.00
Subtotal	\$600.00
Grand Total	\$600.00
<b>Estimated Amount Due</b>	<b>\$600.00</b>

[External] PO Number P0007022

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Denise Martinez <[dmartinez@mortonarb.org](mailto:dmartinez@mortonarb.org)>

Thu, May 25, 2023 at 02:34 PM UTC

CC:

BCC:

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.

Please find attached the invoice and PO request for Payment to the Morton Arboretum for a meeting held here on 4-21-23

Thanks for your help getting this processed.

Denise

**Denise Martinez** (she/her/hers) | Facility Rental Events Coordinator

The Morton Arboretum | 4100 Illinois Route 53 | Lisle, Illinois 60532

T: 630-725-2045 | E [dmartinez@mortonarb.org](mailto:dmartinez@mortonarb.org)



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**1 attachment**

PO number P0007022 Morton Arboretum 4-21-23.pdf