

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089065
Vendor Name: Russo Power Equipment
Invoice Number: SPI20146669
Invoice Date: 4/4/2023
PO Number: B0000938
Check Number: E0095841
Check Amount: \$ 345.17
Check Date: 06/20/2023
Voucher Number: V0789099
Document Type: AP Invoice

Document Below



1636 North Aurora Road
Naperville, IL 60563
630-219-2440
RussoPower.com

Invoice

SPI20146669

Page 1 of 1



Bill-to

College of Dupage
Accounts Payable
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

Ship-to

College of Dupage
College Maintenance Center
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

Invoice Details

Customer ID 1043854
Customer PO 001153/MARK Z
Order No. SO20121716
Sales Rep Omar Flores
Ship Via Deliver
Invoice Date 4/4/2023
Due Date 5/19/2023
Terms Net 45 Days
Customer Phone (630)942-2305

Item No.	Description	Qty	List Price	Unit Price	Amount
K7711-54292KUB	Damper, Bonnet	1	21.80	21.80	21.80
HH1J0-32430KUB	Filter(Oil, Cartidge)	6	12.07	12.07	72.42
70000-40201KUB	Oil,1 Gal Super Udt2 (ea)	5	29.56	28.99	144.95

Bring toughness to turf with Bobcat's industry-leading Stand-On & Zero-Turn mowers! Deliver a perfect cut every time thanks to their innovative decks, agile designs, and relentless durability.

Signature : _____



Subtotal	239.17
Tax	0.00
Total	239.17
Remaining Balance	239.17

FW: [External] Russo Power Equipment - 04/04/23

Accounts Payable <acctpay@cod.edu>

Tue, Apr 4, 2023 at 03:29 PM UTC

CC:

BCC:

From: No Reply <no_reply@russopower.com>
Sent: Tuesday, April 4, 2023 6:56 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: [External] Russo Power Equipment - 04/04/23

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.

Hello College of Dupage,

Thank you for shopping with Russo Power Equipment. We have attached documents related to your recent order for your records.

Document No.	Date	Amount	Remaining Amount
SPI20146669	04/04/23	239.17	239.17

Your Account:

1043854: College of Dupage

425 Fawell Blvd

Glen Ellyn, IL

2 attachments

InvoiceSPI20146669.pdf

TPY7VQJKLJU4.F77XHG0S5F5G2@BCPROD1.jpg

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089065
Vendor Name: Russo Power Equipment
Invoice Number: SPI20241250
Invoice Date: 5/22/2023
PO Number: P0007245
Check Number: E0095841
Check Amount: \$ 345.17
Check Date: 06/20/2023
Voucher Number: V0789182
Document Type: AP Invoice

Document Below



1636 North Aurora Road
Naperville, IL 60563
(630) 219-2440
RussoPower.com

Invoice

SPI20241250

Page 1 of 1



Bill-to

College of Dupage
Accounts Payable
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

Ship-to

College of Dupage
College Maintenance Center
425 Fawell Blvd
Glen Ellyn, IL 60137
United States

Invoice Details

Customer ID 1043854
Customer PO 0007245
Order No. SO20245916
Sales Rep Paul Stebel
Ship Via Deliver
Invoice Date 5/22/2023
Due Date 7/6/2023
Terms Net 45 Days
Customer Phone (630)942-2305

Item No.	Description	Qty	List Price	Unit Price	Amount
4314 680 1903STI	3" X 23.4" Earth Auger	1	98.99	78.00	78.00
4112 713 4100STI	Brush Knife 250-3	1	36.99	28.00	28.00

Did you know...

Applying fertilizers, weed killers, or pesticides with a Russo Chapin Backpack Sprayer can simplify your lawn care routine!?

Signature : _____



Subtotal	106.00
Tax	0.00
Total	106.00
Remaining Balance	106.00

"Bakker, Anna" <bakkera2107@cod.edu>

FW: [External] Re: Invoice for PO # P0007245

"Bakker, Anna" <bakkera2107@cod.edu>

Tue, Jun 13, 2023 at 05:19 PM UTC

CC: 'lrusso@russopower.com' <lrusso@russopower.com>

BCC:

Thanks Libby!

Invoicing - Please see attached for payment.

See you on the prairie,

Anna Bakker

Outdoor Lab/Prairie Manager

College of DuPage

425 Fawell Blvd | Glen Ellyn, IL 60137 | BIC 0545

630-942-3919 | bakkera2107@cod.edu | cod.edu

From: Libby Russo <lrusso@russopower.com>

Sent: Tuesday, June 13, 2023 12:00 PM

To: Bakker, Anna <bakkera2107@cod.edu>

Cc: John Dalbis <jdalbis@russopower.com>; Paul Stebel <pstebel@russopower.com>

Subject: [External] Re: Invoice for PO # P0007245

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 see the attached invoice.

Thank you -

Libby Russo

LIBBY RUSSO

Finance Supervisor

PHONE 847.233.7834

FAX 847.678.0705

EMAIL lrusso@russopower.com

ADDRESS 9525 W. Irving Park Rd. Schiller Park, IL 601
76

STAY CONNECTE — — — — — RUSSOPOWER.
D COM

From: Paul Stebel <pstebel@russopower.com>

Sent: Tuesday, June 13, 2023 11:15 AM

To: Libby Russo <lrusso@russopower.com>; John Dalbis <jdalbis@russopower.com>

Subject: Fwd: Invoice for PO # P0007245

Sent from mobile

PAUL STEBEL

Business Development

DIRECT [779.324.8920](tel:779.324.8920)

EMAIL pstebel@russopower.com

STAY CONNECTED _ _ _ _ RUSSOPOWER.COM

From: Bakker, Anna <P>

Sent: Tuesday, June 13, 2023 10:51:39 AM

To: Paul Stebel <pstebel@russopower.com>

Subject: Invoice for PO # P0007245

Please have your billing department submit the invoice for PO# P0007245 to invoicing@cod.edu ASAP as our fiscal cycle is wrapping up and items are **due no later than 6/30**. Thank you.

See you on the prairie,

Anna Bakker

Outdoor Lab/Prairie Manager

College of DuPage

425 Fawell Blvd | Glen Ellyn, IL 60137 | BIC 0545

630-942-3919 | bakkera2107@cod.edu | cod.edu

From: Bakker, Anna

Sent: Thursday, May 18, 2023 5:34 PM

To: 'Paul Stebel' <pstebel@russopower.com>

Subject: RE: [External] RE: College of DuPage PO # P0007245

How early are we talking? Monday?

AB

From: Paul Stebel <pstebel@russopower.com>

Sent: Thursday, May 18, 2023 3:24 PM

To: Nguyen, Yen <nguyeny423@cod.edu>

Cc: Warehouse Services <warehouseservices@cod.edu>; Bakker, Anna <bakkera2107@cod.edu>

Subject: [External] RE: College of DuPage PO # P0007245

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.

PO Received.

We can deliver early next week or pickup is available. Just let me know.

Thank you!!

PAUL STEBEL

Business Development

DIRECT [779.324.8920](tel:779.324.8920)

EMAIL pstebel@russopower.com

STAY CONNECTED _ _ _ _ RUSSOPOWER.COM

From: Nguyen, Yen <nguyeny423@cod.edu>
Sent: Thursday, May 18, 2023 3:18 PM
To: Paul Stebel <pstebel@russopower.com>
Cc: Warehouse Services <warehouseservices@cod.edu>; Bakker, Anna <bakker2107@cod.edu>
Subject: College of DuPage PO # P0007245

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to invoicing@cod.edu to ensure proper approval routing and expedited payments.

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Invoice questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Best,

Procurement Services

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA

Purchase Order

11 attachments

SPI20241250.pdf

image004.png

image807361.jpg

image005.jpg

image002.png

image003.png

image001.png

image006.jpg

image007.jpg

image879567.png

image008.jpg