

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1268234  
Vendor Name: 4 All Promos  
Invoice Number: 1382393  
Invoice Date: 9/14/2023  
PO Number: P0008617  
Check Number: E0097374  
Check Amount: \$ 1,260.03  
Check Date: 10/04/2023  
Voucher Number: V0803298  
Document Type: AP Invoice

Document Below

**Purchasing Information:**

**E-mail Address:** mcgowanp295@cod.edu

**Billing Address:**  
COLLEGE OF DUPAGE  
PAMELA MCGOWAN  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**Billing Phone:**  
6309422637

**Order Grand Total: \$1,260.03**

**Payment Method:** Check

**Order Summary:**

**Shipping Details:**

**Order#:** 1382393  
**Order Date:** 09/12/2023 - 9:45am  
**Shipping Method:** UPS Ground  
Products Subtotal: \$1,260.03  
UPS Ground: \$0.00  
Subtotal excluding taxes: \$1,260.03  
Sales Tax: \$0.00  
-----  
**Total for this Order: \$1,260.03**

**Shipping Address:**  
COLLEGE OF DUPAGE  
PAMELA MCGOWAN  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**Shipping Phone:**  
6309422637

**Products on order:**

**700 x Hang in There Lanyard - 1 Inch - \$1,210.03 (\$1.73 each)**

SKU: 195-SM-2430-Black  
7 Day Production  
FREE Shipping!

- Color: Black
- Imprint Color 1: White

**1 X - \$50.00**  
SKU: setup

**Thank you for your business! Please let us know if you have any questions with your order - we want to make sure you are 100% satisfied!!**

Click for details

**FREE OFFER**  
on our next order

[Print invoice](#) [Close window](#)

**Purchase Order****Purchase Order #: P0008617****Order Total: 1,260.03 USD**

4 ALL PROMOS

**Date:** 09/14/2023  
**Transaction #:** 3610803  
**Authorized By:** Eric Frick

**Requested By:** Pamela McGowan  
**Requester Email:** mcgowanp295@cod.edu  
**Phone:** 630-942-2637

**Supplier Address:**  
4 ALL PROMOS  
40 Main St  
Centerbrook, CT 06409  
United States  
Attn: Erica Henston Heft  
Phone: 866-732-3386

**Ship To:**  
College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Pamela McGowan  
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	195-SM-2430-Black)	These Black with White imprint lanyards are for use as a give-away at events such as Benefits Fest 10/17/2023 and/or Staff Development Day 10/10/2023 (Formerly known as October In-Service). The intent is to promote the EDC and- by extension- keep the concept of development fresh in employee's minds. The quantity of 700 enables a bulk discount. Price for each is \$1.729 plus a \$50.00 setup fee. List price for each below includes both. Shipping is not listed on quote.	Case	1	1,210.03 USD	1,210.03 USD
Ship To Attn: Pamela McGowan						
2		Set up Charge	Each	1	50.00 USD	50.00 USD
Ship To Attn: Pamela McGowan						

**Subtotal:** 1,260.03 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 1,260.03 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.

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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