

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1697600
Vendor Name: Prolevel Productions LLC
Invoice Number: 230808-211-REVB
Invoice Date: 8/23/2023
PO Number: P0008152
Check Number: E0097664
Check Amount: \$ 652.78
Check Date: 10/18/2023
Voucher Number: V0806979
Document Type: AP Invoice

Document Below

ProLevel Productions, LLC

PO BOX 301181
Chicago, IL 60630
(866) 553-2007
accounting@prolevelpro.com
<https://www.prolevelpro.com/>



INVOICE

BILL TO	INVOICE	230808-211-REVB
College of DuPage	DATE	08/23/2023
Attn: Accounts Payable	TERMS	Due on receipt
425 Fawell Blvd.	DUE DATE	08/23/2023
Glen Ellyn, IL 60137		

DATE	DESCRIPTION	QTY	EACH	AMOUNT
08/08/2023	PO# P0008152 - Equipment Rental	1	652.78	652.78

NSO 8/7/23-8/10/23 - Physical Education Center	BALANCE DUE	\$652.78
(PEC) Vendor# VN1697600		

[External] Re: College of DuPage PO No. P0008152 - INVOICE

ProLevel Accounting <accounting@prolevelpro.com>

Fri, Sep 29, 2023 at 06:54 PM UTC

CC: ProLevel Accounting <accounting@prolevelpro.com>

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.

Attached is our revised invoice for the New Student Orientation event.

Please reach out with any questions or concerns.

Thank you

Accounting

ProLevel Productions | prolevelpro.com

(o) 847-542-1759 | accounting@prolevelpro.com

This email may contain confidential or privileged information intended only for the use of the individual or entity named. If you are not the intended recipient, please understand that any disclosure, copying, distribution, or use of the contents of this email or its attachments is strictly prohibited. If you have received this email in error, please notify the sender immediately and permanently delete this message and its attachments.

From: ProLevel Accounting <accounting@prolevelpro.com>

Sent: Wednesday, September 20, 2023 2:03 PM

To: invoicing@cod.edu <invoicing@cod.edu>

Subject: Re: College of DuPage PO No. P0008149 & PO # P0008152 - INVOICE

Attached is our revised invoice for the New Student Orientation event.

Please reach out with any questions or concerns.

Thank you

Accounting

ProLevel Productions | prolevelpro.com

(o) 847-542-1759 | accounting@prolevelpro.com

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From: ProLevel Accounting <accounting@prolevelpro.com>

Sent: Monday, August 28, 2023 12:25 PM

To: invoicing@cod.edu <invoicing@cod.edu>

Subject: College of DuPage PO No. P0008149 & PO # P0008152 - INVOICE

Attached is our invoice for the New Student Orientation event. Vendor# VN1697600. We're setup for ACH through myACCESS.

Please reach out with any questions or concerns.

Thank you

Accounting

ProLevel Productions | prolevelpro.com

(o) 847-542-1759 | accounting@prolevelpro.com

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From: "Casey, Kevin" <caseyk650@cod.edu>

Date: August 3, 2023 at 4:49:42 PM CDT

To: Paul Tomasic <pault@prolevelpro.com>

Cc: "Henderson, Kristina" <hendersn@cod.edu>

Subject: College of DuPage PO No. P0008149 for Multimedia Services for Fall 2023
New Student Orientation

Hi Paul,

The Purchase Order for the scissor lift will follow under a separate email.

Dear Vendor,

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

Kindly follow thread below to view the College of DuPage (COD) Purchase Order presented 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

Thank you!

Procurement Services

purchasing@cod.edu

1 attachment

230808-21I-REVB_COD NSO PEC INV.pdf