

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1754208
Vendor Name: Cyber Skyline Inc
Invoice Number: 0003
Invoice Date: 12/10/2024
PO Number: P0015356
Check Number: E0105328
Check Amount: \$ 2,515.00
Check Date: 01/28/2025
Voucher Number: V0865789
Document Type: AP Invoice

Document Below

Cyber Skyline, Inc.
1531 Rockville Pike #1010
Rockville, MD 20852 US
finance@cyberskyline.com

INVOICE

BILL TO
College of DuPage

INVOICE # 0003
DATE December 10, 2024
DUE DATE June 30, 2025
CUSTOMER PO P0015356

DESCRIPTION	QUANTITY	RATE	AMOUNT
Intro Lab Kit	1	1000.00	1000.00
Standard Lab Kit	1	1500.00	1500.00
Advanced Lab Kit	0	2000.00	0.00
Processing Fee	1	15.00	15.00

You can track the status of the PO request as well as submit card payment via
<https://cyberskyline.com/labkit/purchase-order/67585bff6eda48afcd285d4a>.

Please remit payment to Cyber Skyline directly at the address above or contact
finance@cyberskyline.com to request a ACH or credit card payment portal.

BALANCE DUE
USD 2515.00

"Finance (Cyber Skyline)" <finance@cyberskyline.com>

[External] College of DuPage - PO #P0015356

"Finance (Cyber Skyline)" <finance@cyberskyline.com>

Tue, Jan 14, 2025 at 09:33 PM UTC

CC: ekalandranis@cyberskyline.com <ekalandranis@cyberskyline.com>, Fitzpatrick, Kellen
<fitzpatrickk286@cod.edu>, Cabay, Sue <cabays@cod.edu>

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.

Hi there!

Thank you for sending over the approved purchase order P0015356. Credit for the Cyber Skyline Lab Kits have been added to Tony Chen's account. A separate email was sent out with instructions on how to set up your Lab Kit using account credit.

Please see the attached invoice for PO015356.

All the best,
Ashley

Kellen Fitzpatrick on January 14, 2025 at 2:10pm wrote:

Dear Vendor,

Attached is a College of DuPage (COD) Purchase Order for processing.

Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email.

Please work directly with them to ensure this order is processed accordingly.

SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

Warehouse Hours: Monday through Friday: 7:30am to 4:00pm

Shipping & Receiving Questions should be directed to the COD Warehouse at: 630-942-2550

INVOICE QUESTIONS (**Procurement Services does not process payments**)

-

Invoice questions should be directed to the Accounts Payable department at acctpay@cod.edu or 630-942-2228.

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
- Only send one PDF attachment per email
- One invoice per email is required

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor 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

Thank you!

Procurement Services

Purchasing@cod.edu

1 attachment

Invoice #0003 - College of DuPage (2).pdf