

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1520389

Vendor Name: Hal Leonard LLC

Check Details:

Check Number: 0337563

Check Amount: \$ 484.91

Check Date: 3/26/2025

Invoice Details:

Invoice Number: 86012125

Invoice Date: 2/7/2025

PO Number: NULL

Voucher Number: V0879090

Document Type: AP Invoice

Document Below

SheetMusicPlus

Customer Service
invoiceorder@sheetmusicplus.com

Invoice

Date	Invoice No.
02/07/2025	86012125

Bill To

COLLEGE OF DUPAGE
ACCOUNTS PAYABLE
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6599

Ship To

Kayla Kurtzweil
425 Fawell Blvd.
College of DuPage Shipping & Receiv
Glen Ellyn, IL 60137
UNITED STATES

Purchase Order No.	Terms	Date of Shipment	Due Date	Order Number		
240228	Net 30	02/04/2025	03/06/2025	100000773873		
Item Number	Description	Ordered	Shipped	Price	Ext. Price	
HL.240221	The Real Book â Volume I â Sixth Edition	1	1	49.99	49.99	
HL.240222	The Real Book â Volume II â Second Edition	1	1	49.99	49.99	
HL.240224	The Real Book â Volume I â Sixth Edition	1	1	49.99	49.99	
HL.240225	The Real Book â Volume I â Sixth Edition	1	1	49.99	49.99	
HL.240226	The Real Book â Volume I â Sixth Edition	1	1	49.99	49.99	
HL.240227	The Real Book - Volume 2	1	1	49.99	49.99	
HL.240228	The Real Book â Volume II â Second Edition	1	1	49.99	49.99	
HL.240230	The Real Vocal Book â Volume I â Second Editio	1	1	49.99	49.99	
HL.240307	The Real Vocal Book â Volume I	1	1	45.00	45.00	
HL.286389	The Real Book - Volume I - Sixth Edition	1	1	39.99	39.99	
	Shipping				0.00	
	Tax				.00	
Please make checks payable in USD to Sheet Music Plus and mail to: Sheet Music Plus, PO Box 736522, Chicago, IL 60673-6522. Direct invoice inquiries to Accounts Receivable at (507)-474-9925 or receivables@sheetmusicplus.com. To pay with a credit card, call our Accounts Receivable department at (507) 474-9925.			Total		484.91	
			Balance Due		484.91	

"Barrios, Isabel" <barriosi142@cod.edu>

Invoice_86012125_SHEET MUSIC.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

Wed, Mar 12, 2025 at 06:20 PM UTC

CC:

BCC:

1 attachment

Invoice_86012125_SHEET MUSIC.pdf

Purchase Order**Purchase Order #: P0015197****Order Total: 559.97 USD**

HAL LEONARD LLC

Date: 01/02/2025
Transaction #: 4344405
Authorized By: Eric Frick

Requested By: Kayla Kurtzweil
Requester Email: kurtzweilk760@cod.edu
Phone: 630-942-2882

Supplier Address:
HAL LEONARD LLC
7777 W. Bluemound Rd.
POBox 13819
Milwaukee, WI 53213
United States
Attn: Jean Papenfuss
Phone: 999-999-9999

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Kayla Kurtzweil
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		Real Book Vol. 1 C Edition https://officialrealbook.com/real-books/real-book-vol-1-c-edition/	Each	1	45.00 USD	45.00 USD
		Ship To Attn: Kayla Kurtzweil				
2		Real Book Vol. 1 Bb Edition https://officialrealbook.com/real-books/real-book-vol-1-bb-edition/	Each	1	45.00 USD	45.00 USD
		Ship To Attn: Kayla Kurtzweil				
3		Real Book Vol. 1 Eb Edition https://officialrealbook.com/real-books/real-book-vol-1-eb-edition/	Each	1	45.00 USD	45.00 USD
		Ship To Attn: Kayla Kurtzweil				
4		Real Book Vol.1 Bass Clef Edition https://officialrealbook.com/real-books/real-book-vol-1-bass-clef-edition/	Each	1	45.00 USD	45.00 USD
		Ship To Attn: Kayla Kurtzweil				
5		Real Book 6th Edition F Instruments https://officialrealbook.com/real-books/real-book-vol-6-f-instruments/	Each	1	39.99 USD	39.99 USD
		Ship To Attn: Kayla Kurtzweil				
6		Real Vocal Book Vol. 1 High Voice https://officialrealbook.com/real-books/real-vocal-book-vol-1-high-voice/	Each	1	40.00 USD	40.00 USD
		Ship To Attn: Kayla Kurtzweil				
7		Real Vocal Book Vol. 1 Low Voice https://officialrealbook.com/real-books/real-vocal-book-vol-1-low-voice/	Each	1	40.00 USD	40.00 USD
		Ship To Attn: Kayla Kurtzweil				
8		Real Book Vol. 2 C Edition https://officialrealbook.com/real-books/real-book-vol-2-c-edition/	Each	1	45.00 USD	45.00 USD
		Ship To Attn: Kayla Kurtzweil				
9		Real Book Vol. 2 Bb Edition https://officialrealbook.com/real-books/real-book-vol-2-bb-edition/	Each	1	45.00 USD	45.00 USD
		Ship To Attn: Kayla Kurtzweil				
10		Real Book Vol. 2 Eb Edition https://officialrealbook.com/real-books/real-book-vol-2-eb-edition/	Each	1	45.00 USD	45.00 USD

Ship To Attn: Kayla Kurtzweil						
11	Real Book Vol. 2 Bass Clef Edition https://officialrealbook.com/real-books/real-book-vol-2-bass-clef-edition/	Each	1	45.00 USD	45.00 USD	
Ship To Attn: Kayla Kurtzweil						
12	Real Vocal Book Vol. 2 High Voice https://officialrealbook.com/real-books/real-vocal-book-vol-2-high-voice/	Each	1	39.99 USD	39.99 USD	
Ship To Attn: Kayla Kurtzweil						
13	Real Vocal Book Vol. 2 Low Voice https://officialrealbook.com/real-books/real-vocal-book-vol-2-low-voice/	Each	1	39.99 USD	39.99 USD	
Ship To Attn: Kayla Kurtzweil						

Subtotal: 559.97 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 559.97 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 with **only one PDF document per email**. For questions about payment status or other inquiries, please email 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. 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.

"Maday, Kari" <madayk2239@cod.edu>

Attached Image

"Maday, Kari" <madayk2239@cod.edu>

Mon, Mar 17, 2025 at 02:00 PM UTC

CC:

BCC:

1 attachment

2371_001.pdf