

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1697600 **Vendor Name:** OnPoint Productions LLC

**Check Details:**

**Check Number:** E0110735 **Check Amount:** \$ 1,782.00 **Check Date:** 11/25/2025

**Invoice Details:**

**Invoice Number:** 250700-21D **Invoice Date:** 11/14/2025 **PO Number:** P0018750 **Voucher Number:** V0914693

**Document Type:** AP Invoice

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**Document Below**

OnPoint Productions LLC

PO BOX 301181  
Chicago, IL 60630  
+18665532007  
accounting@onptpro.com



INVOICE

BILL TO  
College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Attn: invoicing@cod.edu  
Phone: 630-942-2228

INVOICE 250700-21D  
DATE 11/14/2025  
TERMS Net 15  
DUE DATE 11/29/2025

DATE	DESCRIPTION	QTY	EACH	AMOUNT
10/15/2025	Camera Operator/Editor	33	54.00	1,782.00

Multimedia Services Project  
PO# P0018750

BALANCE DUE

**\$1,782.00**

Jennifer Hausheer <jen@onptpro.com>

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[External] Re: College of DuPage PO# P0018750

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Jennifer Hausheer <jen@onptpro.com>

Fri, Nov 14, 2025 at 06:05 PM UTC

CC: Micheli, Max <michelim874@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.

Attached is the partial invoice for PO# P0018750

Thank you

**Jennifer Hausheer** [she/her]

OnPoint Productions | [onptpro.com](https://onptpro.com)

(m) 847.542.1759 | [jen@onptpro.com](mailto:jen@onptpro.com)

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**From:** Frick, Eric <fricke@cod.edu>

**Sent:** Tuesday, August 5, 2025 4:06 PM

**To:** Jennifer Hausheer <jen@onptpro.com>

**Cc:** Micheli, Max <michelim874@cod.edu>

**Subject:** College of DuPage PO# P0018750

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

**SUMMER HOURS: CLOSED FRIDAYS JUNE 6, 2025, THROUGH AUGUST 8, 2025.**

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**WAREHOUSE HOURS FOR DELIVERIES: MONDAY-THURSDAY 7:00 A.M.-4:30 P.M. CST.**

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

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

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Invoice Questions should be directed to the Accounts Payable department at [acctpay@cod.edu](mailto:acctpay@cod.edu) or 630-942-2228

Please submit all invoices directly to our Accounts Payable Department. Invoices must be sent in **P DF format** to [invoicing@cod.edu](mailto:invoicing@cod.edu) **to ensure proper approval routing and expedited payments.**

## **Submission of Invoices Instructions**

- Invoices must clearly indicate Purchase Order Number on the invoice.
- Invoices must be submitted electronically in PDF format only.
- **One invoice per e-mail 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](mailto:purchasing@cod.edu)

***Thank you!***

***Procurement Services***

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)

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**1 attachment**



250700-21D\_COD MMS Project.pdf