

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1177514

Vendor Name: Home Depot - Downers Grove

Invoice Number: B0355681

Invoice Date: 01/08/18

PO Number: B0355681

Check Number: 0229787

Check Amount: \$ 2,696.70

Check Date: 01/10/2018

Department ID: 12271

Reviewer Name:

Voucher Number: V0490957

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

**Bill To:****College of DuPage**College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137**Check  
Enclosed****PURCHASE ORDER**

355681

**Page:** 1**Release Method:** n/a**Release Date:** n/a**Created Date:** 01/08/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1177514

Home Depot - Downers Grove  
2000 Butterfield Road  
Downers Grove, IL 60515

Attn: Sales

Phone: 630-792-9600

Fax: 630-792-7426

**Ship To:**BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

**Deliver To:** Michael Moon, MAC123B**PO Created By:** Cernick, Beth**Purchase Order Comments:**

Check Enclosed

Ellen McGowan needs copy of PO in order to receive materials on January 3, 2018.

**Please hold check for pickup by  
Ellen McGowan (x3009).****Need by:**

ASAP

**Thank you!**

Order must be prepaid to receive product

Estimate# H1916-57578 attached.

**AP VERIFIED****01/10/18 - BETHANY CRUSE****Requisition Number(s):** 663823**Requisitioner Name(s):** Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	0000-161-667	150	Each	2X4-12FT STD/BTR KD-HT PRIME SPF	\$5.22	\$783.00
Deliver To: Michael Moon, MAC123B						
2	0000-166-057	35	Each	23/32 4X8 CX PLYWOOD	\$29.66	\$1,038.10
Deliver To: Michael Moon, MAC123B						
3	0000-479-023	40	Each	1/4 4X8 SANDE PLYWOOD	\$15.34	\$613.60
Deliver To: Michael Moon, MAC123B						
4	0000-285-266	40	Each	8"X48" FORM TUBE	\$6.55	\$262.00
Deliver To: Michael Moon, MAC123B						
5	0000-515-663	1	Each	Outside Delivery	\$0.00	\$0.00
Deliver To: Michael Moon, MAC123B						

**Sub Total: \$** 2,696.70**Total: \$** 2,696.70**Account Code Summary**

Account Code	Account Description	Amount
01-30-12271-5401006		\$2,696.70

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. You are strongly encouraged to set up your ACH account upon

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Fax: 630-858-9078

**PURCHASE ORDER**

355681

**Page:** 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 01/08/2018

receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and 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 to the Contractor, 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 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, 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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.



# SPECIAL SERVICES CUSTOMER INVOICE

Store 1916 DOWNERS GROVE  
2000 BUTTERFIELD RD  
DOWNERS GROVE, IL 60515

Phone: (630) 792-9600  
Salesperson: DBR0010  
Reviewer: DBR0010

Page 1 of 3

RED#663823  
No. H1916-57578

VALIDATION AREA

This is only a QUOTE for the merchandise and services printed below. This becomes an Agreement upon payment and an endorsement by a Home Depot register validation.

SOLD TO	Name	MOON MICHAEL		Phone 1	(630) 942-3010
	Address	425 FAWELL DRIVE		Phone 2	
				Company Name	
	City	GLEN ELLYN		Job Description	Spring
	State	IL	Zip	60502	County

QUOTE is valid for this date: 12/19/2017

## HOME DEPOT DELIVERY #1

## MERCHANDISE AND SERVICE SUMMARY

We reserve the right to limit the quantities of merchandise sold to customers

REF # V05

### STOCK MERCHANDISE TO BE DELIVERED:

REF #	SKU	QTY	UM	DESCRIPTION	PL	TAX	PRICE EACH	EXTENSION
R01	0000-161-667	150.00	EA	2X4-12FT STD/BTR KD-HT PRIME SPF /	A	N	\$5.22	\$783.00*
R02	0000-166-057	35.00	EA	23/32 4X8 BCX PLYWOOD /	A	N	\$29.66	\$1,038.10*
R03	0000-479-023	40.00	EA	1/4 4X8 SANDE PLYWOOD /	A	N	\$15.34	\$613.60*
R04	0000-285-266	40.00	EA	8"X48" FORM TUBE /	A	N	\$6.55	\$262.00*

MERCHANDISE TOTAL: \$2,696.70

### DELIVERY INFORMATION:

SCHEDULED DELIVERY DATE: 01/09/2018

SCHEDULED DELIVERY TIME: 6AM-10AM

V05	0000-515-663	1.00	Outside Delivery		N	\$0.00	\$0.00
DELIVERY SERVICE SUBTOTAL:							\$0.00

THE PCC WILL DELIVER MDSE TO: MOON, MICHAEL

ADDRESS: 425 Fawell Blvd

CITY: Glen Ellyn

STATE: IL

ZIP: 60137

COUNTY: KANE

SALES TAX RATE: 8.000

PHONE: (630) 942-3010

ALTERNATE PHONE: (630) 942-3010

\*\*\* CONTINUED ON NEXT PAGE \*\*\*

Check your current order status online at  
[www.homedepot.com/orderstatus](http://www.homedepot.com/orderstatus)



(9801) 0100888588

\* Indicates item markdown  
Customer Copy

**HOME DEPOT DELIVERY #1**  
(Continued)

REF #V05	
	<b>MDSE &amp; DELIVERY TOTALS:</b> \$2,696.70
<b>DRIVER SPECIAL INSTRUCTIONS:</b>	Please deliver to Fine Arts Center
END OF HOME DEPOT DELIVERY - REF #V05	

<b>TOTAL CHARGES OF ALL MERCHANDISE &amp; SERVICES</b>	
<b>Policy Id (PI):</b> A: 90 DAYS DEFAULT POLICY;  <i>'The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.'</i>	<b>ORDER TOTAL</b> \$2,696.70
	<b>SALES TAX</b> \$0.00
	<b>TOTAL</b> \$2,696.70
	<b>BALANCE DUE</b> \$2,696.70
END OF ORDER No. H1916-57578	

MEMO TO: Brian W. Caputo  
FROM: Ellen McGowan  
Business Manager, Arts Center  
DATE: January 8, 2018  
SUBJECT: Request for Manual Checks 4

Brian,

Please approve these manual check requests for payment to:

American Frame Corporation (Prepay for Frames)	2,916.60
Bud Forrest Entertainment (In the Mood Deposit 3/10/18)	4,800.00
Columbia Artists Management (Moscow Ballet 01/14/18)	38,000.00
Home Depot (Prepay College Theatre Lumber, Spring 2018)	2,696.70

These vendors need payment asap. We cannot wait until the next check run on January 19.

Thank you for your help and understanding.

Ellen McGowan

Attachments



Brian W. Caputo, Ph.D., C.P.A.  
Vice President/CFO  
Administrative Affairs

01/08/18

0.0000

1177514

01/10/2018

0229787

B0355681

V0490957

SUPPLIES

0130122715401006

2,696.70

*Molly Gino 01/11/18*

2,696.70

0229787

PAY ONLY TWO THOUSAND SIX HUNDRED NINETY SIX AND 70/100 DOLLARS

01/10/2018

\$\*\*\*\*\*2,696.70

Home Depot - Downers Grove  
2000 Butterfield Road  
Downers Grove IL 60515