

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1537795

Vendor Name: American Frame Corporation

Invoice Number: PO355634

Invoice Date:

PO Number: P0355634

Check Number: 0229796

Check Amount: \$ 2,196.60

Check Date: 01/12/2018

Department ID: 20015

Reviewer Name:

Voucher Number: V0491219

Redaction Type: None

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

Document Below

1537795

01/12/2018

0229796

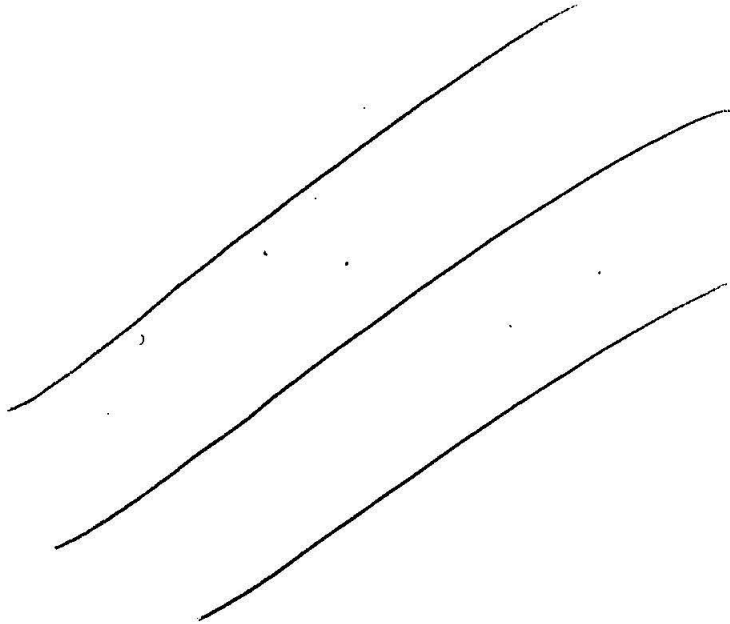
PO355634  
PO355634

V0491219  
V0491219

Ridgeline Matte Black  
UV Picture Framing

0290200155309001  
0290200155309001

1,220.40  
976.20



2,196.60

0229796

PAY ONLY TWO THOUSAND ONE HUNDRED NINETY SIX AND 60/100 DOLLARS

01/12/2018

\$\*\*\*\*\*2,196.60

American Frame Corporation  
400 TOMAHAWK  
MAUMEE OH 43537  
UNITED STATES OF AMERICA

*Molly Gynohas 01/12/18*

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078



**Check  
Enclosed**

**PURCHASE ORDER**

355634

Page: 1

Release Method: Hard Copy

Release Date: 01/03/2018

Created Date: 01/03/2018

**\* Confirming Purchase Order \*****Vendor:**

1537795  
American Frame Corporation  
400 TOMAHAWK  
MAUMEE, OH 43537

Attn: LINDSAY

Phone: 800-537-0944  
Fax: 800-893-3898

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238  
Fax: 630-942-2417

Deliver To: Justin Witte, MAC

PO Created By: Cernick, Beth

**Purchase Order Comments:**

Requisition Number(s): 663880

Requisitioner Name(s): Kathy Striplin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		30	Each	Ridgeline Matte Black Metal Picture Frame RL21 (18x24)	\$40.68	\$1,220.40
Deliver To: Justin Witte, MAC						
2		30	Each	UV Picture Framing Acrylic AAUV (18x24)	\$32.54	\$976.20
Deliver To: Justin Witte, MAC						
Sub Total: \$						2,196.60
Total: \$						2,196.60

**Account Code Summary**

Account Code	Account Description	Amount
02-90-20015-5309001		\$2,196.60

**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. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate 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. 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.

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

Need by:

ASAP

Thank you!

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**PURCHASE ORDER**

355634

**Page:** 2**Release Method:** Hard Copy**Release Date:** 01/03/2018**Created Date:** 01/03/2018**\* Confirming Purchase Order \***

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.



Love your art. **Frame it right.**

400 Tomahawk Dr.  
Maumee, OH 43537

(800) 537-0944  
(419) 893-3553 (fax)  
[www.americanframe.com](http://www.americanframe.com)

December 5, 2017

Justin Witte

The following pricing is for the below indicated products:

Quantity 30 – Ridgeline Matte Black Metal Picture Frame RL21 (18 x 24)  
\$ 40.68  
**\$40.68 x QTY 30= \$1,220.40**

Quantity 30 -- UV Picture Framing Acrylic AAUV (18 x 24)  
\$32.54  
**\$32.54 x QTY 30= \$976.20**

Subtotal for products: **\$ 2,196.60**  
UPS Ground Shipping: **\$ 109.83**  
Free Shipping Promo: **-\$109.83**  
Total: **\$ 2,196.60**

This quote is valid until 12/12/17. Current coupon codes or discounts are available for credit card payments/checks only. See [www.americanframe.com](http://www.americanframe.com) for current promotions or Terms and Conditions.

Thank you for your order. We appreciate your business.

Lindsay  
Customer Service Specialist

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, Spring2018)	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

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