

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082065

Vendor Name: A.F.M. & E.P. Fund

Invoice Number: 010918

Invoice Date: 01/10/18

PO Number: B0355715

Check Number: 0229809

Check Amount: \$ 712.26

Check Date: 01/17/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0491014

Redaction Type: None

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

Document Below

From: cernicke@cod.edu
Sent: Tue Jan 09 12:59:20 CST 2018
To: invoicing@cod.edu
CC: mcgowan@cod.edu
Subject: Check Enclosed request PO 355715 - Time Sensitive

Hello Invoicing,

Please process the attached Check Enclosed request. Should you have any questions, please contact the person cc'd on this email. Thank you and have a great day!

Beth Cernick
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | cernicke@cod.edu



College of DuPage

Bill To:**College of DuPage**

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



Check
Enclosed

PURCHASE ORDER

355715

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 01/09/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Ellen McGowan to pick up check on 01/19/18.

Vendor:

1082065

A.F.M. & E.P. Fund

C/O Chicago Fed of Musicians

656 West Randolph, Ste. 2W

Chicago, IL 60661-2121

Attn: TOM BERANEK

Phone: 312-782-0063

Fax:

Ship To:

BLANKET PO

425 Fawell Blvd.

Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Paula Cebula MAC186B

PO Created By: Cernick, Beth

Purchase Order Comments:

Check Enclosed

AP VERIFIED**01/10/18 - MARIA ZERRUDO**

Ellen McGowan to pick up check on 01/10/18.

Check cannot be combined with NYE check.

Documents attached (Union List and Contract); contract expires 12/31/2017.

Requisition Number(s): 663919

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		27	Each	Pension Contribution, Orchestra Musicians New Phil Nutcracker 12/16,17/17 per att'd	\$26.38	\$712.26

Deliver To: Paula Cebula MAC186B

Sub Total: \$ 712.26

Total: \$ 712.26

Account Code Summary

Account Code	Account Description	Amount
05-60-11701-5309001		\$712.26

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. 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 on a weekly basis. 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 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. 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.

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

355715

Page: 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 01/09/2018

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.

1082065 1014

01/17/2018

0229809

010918

V0491014

Pension Contribution

0560117015309001

712.26

Ellen M. Moran 1/29/18.

712.26

0229809

PAY ONLY SEVEN HUNDRED TWELVE AND 26/100 DOLLARS

01/17/2018

\$*****712.26

A.F.M. & E.P. Fund
C/O Chicago Fed of Musicians
656 West Randolph, Ste. 2W
Chicago IL 60661-2121