

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082065

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

Invoice Number: B0355754

Invoice Date: 01/11/18

PO Number: B0355754

Check Number: 0229810

Check Amount: \$ 1,055.20

Check Date: 01/17/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0491223

Redaction Type: None

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

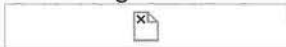
Document Below

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From: cernicke@cod.edu  
Sent: Thu Jan 11 13:17:09 CST 2018  
To: invoicing@cod.edu  
CC: mcgowan@cod.edu  
Subject: Check Enclosed Request: BPO 355754 - 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](mailto:cernicke@cod.edu)

 College of DuPage

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

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



Check  
Enclosed

**PURCHASE ORDER**

355754

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 01/11/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1082065

A.F.M. &amp; 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:

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

**Ship To:**

BLANKET PO

425 Fawell Blvd.

Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Paula Cebula MAC186

PO Created By: Cernick, Beth

Purchase Order Comments:

Check Enclosed

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

**AP VERIFIED****01/11/18 - MARIA ZERRUDO**

MUST BE SEPARATE CHECK. Check cannot be combined with NUTCRACKER check.

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

Requisition Number(s): 663989

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		40	Each	Pension Contribution, Orchestra Musicians New Phil NYE 12/31/17 per att'd	\$26.38	\$1,055.20

Deliver To: Paula Cebula MAC186

Sub Total: \$ 1,055.20

Total: \$ 1,055.20

**Account Code Summary**

Account Code	Account Description	Amount
05-60-11601-5309001		\$712.26
05-60-11701-5309001		\$342.94

**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 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.

Powered By: eSchoolMail

Print Date: 01/11/2018 1:14:52 PM

**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**

355754

**Page:** 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 01/11/2018

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

1223

01/17/2018

0229810

B0355754  
B0355754V0491223  
V0491223Pension contribution  
Pension contribution0560116015309001  
0560117015309001712.26  
342.94*Ellen M. Moran 1/19/18*

1,055.20

0229810

PAY ONLY ONE THOUSAND FIFTY FIVE AND 20/100 DOLLARS

01/17/2018

\$\*\*\*\*\*1,055.20

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