

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1402164

Vendor Name: Gurtman and Murtha Associates,

Invoice Number: PO355685

Invoice Date: 01/08/18

PO Number: P0355685

Check Number: 0229984

Check Amount: \$ 3,200.00

Check Date: 01/17/2018

Department ID: 1601

Reviewer Name:

Voucher Number: V0491019

Redaction Type: None

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

Document Below

From: cernicke@cod.edu
Sent: Mon Jan 08 13:32:41 CST 2018
To: invoicing@cod.edu
CC: mcgowan@cod.edu
Subject: Check Enclosed Request for PO 355685 - Time Sensitive

Hello Invoicing,

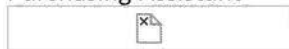
Please process the attached Check Enclosed request. Check Enclosed.

Ellen McGowan to pick up check on January 18, 2017.

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 Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137



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

Ellen McGowan to pick up check on January 18, 2017.

PURCHASE ORDER

355685

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

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

1402164
Gurtman and Murtha Associates, Inc.
One Penn Plaza - 36th Fl
New York, NY 10119

Attn: Katisha Bennett

Phone: 212-967-7350
Fax:

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: McGowan, Ellen

PO Created By: Cernick, Beth

Purchase Order Comments:

Check Enclosed.

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

Ellen McGowan to pick up check on January 18, 2017.

Contract attached. Will forward COI to Purchasing Forms once it is received from agent (receipt deadline: 02/12/18).

Requisition Number(s): 663879

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	03/10/18 In the Mood Artist Fee, Deposit Per Contract attached	\$3,200.00	\$3,200.00

Deliver To: McGowan, Ellen

Sub Total: \$ 3,200.00

Total: \$ 3,200.00

Account Code Summary

Account Code	Account Description	Amount
05-60-11601-5309001		\$3,200.00

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.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

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

355685

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

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.

1402164

01/17/2018

0229984

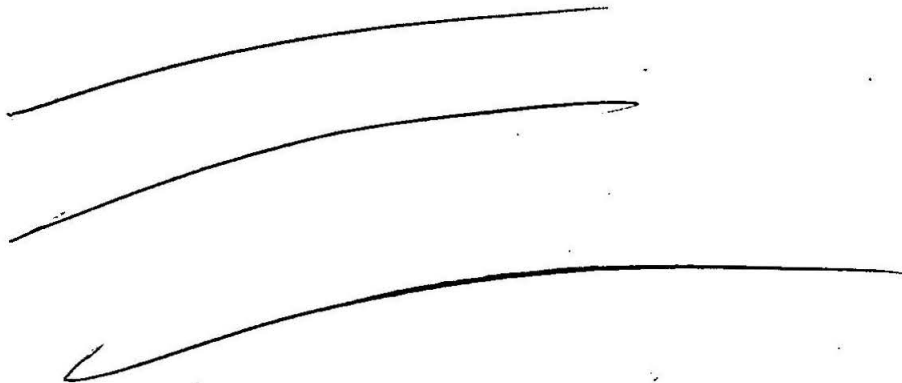
PO355685

V0491019

03/10/18 In the Mood

0560116015309001

3,200.00



Ellen M. Moran 1/18/19.

3,200.00

0229984

PAY ONLY THREE THOUSAND TWO HUNDRED AND 00/100 DOLLARS

01/17/2018

\$*****3,200.00

Gurtman and Murtha Associates,
One Penn Plaza - 36th Fl
New York NY 10119