

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1263192

Vendor Name: Menards - Naperville

Invoice Number: P0355548

Invoice Date: 12/20/17

PO Number: P0355548

Check Number: 0230077

Check Amount: \$ 306.20

Check Date: 01/17/2018

Department ID:

Reviewer Name:

Voucher Number: V0490344

Redaction Type: None

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

Document Below

From: acctpay@cod.edu
Sent: Thu Dec 21 12:51:16 CST 2017
To: invoicing@cod.edu
CC:
Subject: FW: College of DuPage check enclosed request PO 355548

From: Towne, Jordan
Sent: Wednesday, December 20, 2017 11:49 AM
To: Accounts Payable <acctpay@cod.edu>
Cc: Grider, Patrick <griderp@cod.edu>
Subject: College of DuPage check enclosed request PO 355548

Hi,



I have attached a check enclosed request for Menards PO 355548.

Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)

Bill To:**College of DuPage**

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



Check
Enclosed

Menards requires payment before merchandise is delivered

PURCHASE ORDER

355548

Page: 1

Release Method: Hard Copy

Release Date: 12/20/2017

Created Date: 12/20/2017

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Vendor:

1263192
Menards - Naperville
715 Fort Hill Dr.
Naperville, IL 60540

Attn: Katie

Phone: 630-778-6710

Fax: 630-778-6711

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: Patrick Grider, MAC 164

AP VERIFIED
01/04/18 - BETHANY CRUSE

PO Created By: Towne, Jordan**Purchase Order Comments:**

Deliver to loading dock 11B of the MAC building on campus. Please contact Patrick Grider at griderp@cod.edu to set up delivery date.

Requisition Number(s): 663786**Requisitioner Name(s):** Patrick Grider

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	102-1091	16	Ea	2 x 4 x 92-5/8" Pre-Cut Stud Construction/Framing Lumber (Actual Size 1-1/2" x 3-1/2" x 92-5/8")	\$3.06	\$48.96
Deliver To: Patrick Grider, MAC 164						
2	102-1758	8	Each	2 x 6 x 8' Construction/Framing Lumber (Actual Size 1-1/2" x 5-1/2" x 8')	\$5.49	\$43.92
Deliver To: Patrick Grider, MAC 164						
3	123-1098	3	Each	1/2 x 4 x 8 Plywood Sheathing - 4Ply (Actual Size .438" x 47-7/8" x 95-7/8")	\$17.65	\$52.95
Deliver To: Patrick Grider, MAC 164						
4	183-1060	3	Each	Rebar Tie Wire Roll 340 Ft.	\$3.99	\$11.97
Deliver To: Patrick Grider, MAC 164						
5	229-5619	2	Each	Grip Fast® 2" 6D Hot-Dipped Galvanized Casing Nail - 1 lb. Box	\$3.47	\$6.94
Deliver To: Patrick Grider, MAC 164						
6	233-0133	5	Each	Grip Fast® #6 x 1" Phillips Drive Zinc Flat Head Wood Screw- 150 Count	\$3.29	\$16.45
Deliver To: Patrick Grider, MAC 164						
7	233-2671	5	Each	Grip Fast® #6 x 1/2" Phillips Drive Zinc Flat Head Sheet Metal Screw - 150 Count	\$3.29	\$16.45
Deliver To: Patrick Grider, MAC 164						

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

355548

Page: 2

Release Method: Hard Copy

Release Date: 12/20/2017

Created Date: 12/20/2017

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
8	252-1737	1	Each	BLACK+DECKER® Countersink Drill Bit Set - 3 Piece	\$19.97	\$19.97
Deliver To: Patrick Grider, MAC 164						
9	261-0689	1	Each	3-In-One® Multipurpose Lubricant - 3 oz.	\$2.24	\$2.24
Deliver To: Patrick Grider, MAC 164						
10	564-2016	5	Each	Utility Duct Tape 1.88" x 60yd 2pk	\$5.47	\$27.35
Deliver To: Patrick Grider, MAC 164						
11		1	Each	Delivery fee	\$59.00	\$59.00
Deliver To: Patrick Grider, MAC 164						
					Sub Total: \$	306.20
					Total: \$	306.20

Account Code Summary

Account Code	Account Description	Amount
01-10-00297-5401002		\$306.20

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.
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.

P0355548	V0490344	2 x 4 x 92-5/8" Pre-Cut	0110002975401002	48.96
P0355548	V0490344	2 x 6 x 8'	0110002975401002	43.92
P0355548	V0490344	1/2 x 4 x 8 Plywood	0110002975401002	52.95
P0355548	V0490344	Rebar Tie Wire Roll 340	0110002975401002	11.97
P0355548	V0490344	Grip Fast? 2" 6D	0110002975401002	6.94
P0355548	V0490344	Grip Fast? #6 x 1"	0110002975401002	16.45
P0355548	V0490344	Grip Fast? #6 x 1/2"	0110002975401002	16.45
P0355548	V0490344	BLACK+DECKER?	0110002975401002	19.97
P0355548	V0490344	3-In-One? Multipurpose	0110002975401002	2.24
P0355548	V0490344	Utility Duct Tape 1.88" x	0110002975401002	27.35
P0355548	V0490344	Delivery fee	0110002975401002	59.00

306.20

0230077

PAY ONLY THREE HUNDRED SIX AND 20/100 DOLLARS

01/17/2018

\$*****306.20

Menards - Naperville
715 Fort Hill Dr.
Naperville IL 60540



1/21/18
Patrick Grider