

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088811
Vendor Name: Quinlan & Fabish Music Company
Invoice Number: 9867713A
Invoice Date: 12/14/17
PO Number:
Check Number: 0230151
Check Amount: \$ 1,282.40
Check Date: 01/17/2018
Department ID: 00345
Reviewer Name:
Voucher Number: V0489685
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Burns, Paula

VH-Q

From: acctpay@cod.edu
Sent: Thursday, December 14, 2017 10:33 AM
To: Burns, Paula
Subject: Voucher Confirmation: V0489685

Voucher Number V0489685
Voucher Status In Progress (Unfinished)

Requestor Name Mrs Paula M. Burns

Voucher Date 12/14/17

Due Date 12/14/17

Vendor ID and/or Name 1088811 Quinlan & Fabish Music Company, Inc

AP Type IM Invoices < \$15,000

Voucher Total \$232.40

ITEM 1

Item Description case w/padding

Quantity 1.000

Price \$232.4000

Extended Price \$232.40

GL Distribution 01-10-00345-5409002

COMMENTS

APPROVAL

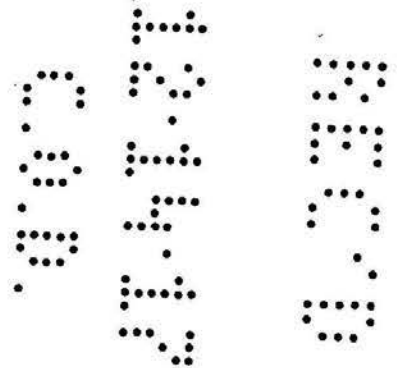
DATE

12/14/17

NEXT APPROVALS



AP VERIFIED
12/15/17 - LORI WILLIAMSON



Quinlan & Fabish Music Company

INVOICE

6827 High Grove Blvd.

Burr Ridge IL 60527

(630) 654-4111

INVOICE	DATE
9867713A	07/03/2017 3:06p
ACCT	EMPL ID
91000	TXFOX
PO	
	350841

Bill To: Attn: Tom Tallman
College Of Dupage
425 Fawell Blvd
Glen Ellyn IL 60137

Ship To: Attn: C/O TOM TALLMAN
TF DEL
ASAP


H(630)942-2369

Return
W/ Payment **Amt Due** 232.40

QTY	SKU#	DESCRIPTION	PRICE EA	TOTAL
1	425SP	Vulcanized 8x12 Drum Case with Foam	86.80	86.80
1	487SP	Vulcanized 7x10 Drum Case with Foam	87.60	87.60
1	503SP	Vulcanized 14x14 Drum Case with Foam	119.20	119.20
1	508BDSP	Vulcanized 16x20 Bass Drum Case with Foam	158.80	158.80

Thank you for your order.

Sub Total and Tax reflects original invoice. Balance reflects current invoice.


12/14/17.

01-10-00345-5409002.

Charge	452.40	SUBTOTAL	452.40
		TOTAL	452.40
		AMOUNT RECEIVED	220.00
		BALANCE	232.40
SIGNATURE: _____			

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088811
Vendor Name: Quinlan & Fabish Music Company
Invoice Number: P0355502
Invoice Date: 12/18/17
PO Number: P0355502
Check Number: 0230151
Check Amount: \$ 1,282.40
Check Date: 01/17/2018
Department ID:
Reviewer Name: None
Voucher Number: V0490281
Redaction Type: None
Document Type: AP Invoice

Document Below

From: cernicke@cod.edu
Sent: Mon Dec 18 11:17:12 CST 2017
To: invoicing@cod.edu
CC: burnsp@cod.edu
Subject: Check Enclosed Request for PO 355502

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

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

355502

Page: 1

Release Method: Hard Copy

Release Date: 12/18/2017

Created Date: 12/18/2017

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

1088811
Quinlan & Fabish Music Company, Inc.

6827 High Grove Blvd.
Burr Ridge, IL 60327

Attn: Jane Turner

Phone: 630-654-4111

Fax: 630-654-4128

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: Burns, Paula**AP VERIFIED****01/05/18 - BETHANY CRUSE****PO Created By:** Cernick, Beth**Purchase Order Comments:**

Check enclosed

Requisition Number(s): 663741**Requisitioner Name(s):** Paula Burns

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	PO501	1	Each	Zildjian 34" Traditional Gong	\$1,050.00	\$1,050.00

Deliver To: Burns, Paula**Sub Total: \$ 1,050.00****Total: \$ 1,050.00****Account Code Summary**

Account Code	Account Description	Amount
01-10-00345-5409002		\$1,050.00

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.
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

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

355502

Page: 2**Release Method:** Hard Copy**Release Date:** 12/18/2017**Created Date:** 12/18/2017*** Confirming Purchase Order ***

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.