

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1519470
Vendor Name: United Talent Agency, Llc
Invoice Number: P0355588
Invoice Date: 12/21/17
PO Number: P0355588
Check Number: 0230225
Check Amount: \$ 6,000.00
Check Date: 01/17/2018
Department ID: 11601
Reviewer Name:
Voucher Number: V0491192
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: castellanoss1510@cod.edu
Sent: Fri Jan 05 15:07:23 CST 2018
To: invoicing@cod.edu
CC: mcgowan@cod.edu
Subject: CHECK ENCLOSED REQUEST

Accounts Payable,
Please see attached check enclosed request.
Susan

From: Purchasing Proposals
Sent: Thursday, January 4, 2018 9:15 AM
To: McGowan, Ellen <mcgowan@cod.edu>
Subject: RE: Requisition 663703

Good morning Ellen and happy 2018!

I'm not sure if I've sent this to you in December, please see attached.
Thanks,
Susan

From: McGowan, Ellen
Sent: Monday, December 18, 2017 5:12 PM
To: Purchasing Proposals <purchasing@cod.edu>
Subject: Requisition 663703

The req above, 663703 to United Talent Agency for \$6000 must be a check enclosed blanket order. I forgot to put it in the notes.
Please add to the notes when you receive it in the next two days.
Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
P. 630-942-3009
F. 630-942-3002
mcgowan@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

355588

Page: 1

Release Method: Hard Copy

Release Date: 12/21/2017

Created Date: 12/21/2017

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

1519470
United Talent Agency, LLC
9336 Civic Center Dr
Beverly Hills, CA 90210

Attn: Kristal Barboza

Phone: 310-385-2828
Fax:

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238
Fax: 630-942-4147

Deliver To: McGowan, Ellen

AP VERIFIED**01/16/18 - BETHANY CRUSE**

PO Created By: Castellanos, Susan

Purchase Order Comments:

NOTICE: For the service authorized through this Purchase Order the company/vendor/individual is required to provide proof of insurance prior to start of any services at the campus. A Certificate of Insurance must be delivered or emailed to purchasing@cod.edu before performing services. Attached is the required insurance coverage related to this work.

Requisition Number(s): 663703

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	04/27/18 Kathleen Madigan Artist Fee, Deposit Per Contract attached	\$6,000.00	\$6,000.00

Deliver To: McGowan, Ellen

Sub Total: \$ 6,000.00

Total: \$ 6,000.00

Account Code Summary

Account Code	Account Description	Amount
05-60-11601-5309001		\$6,000.00

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

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

355588

Page: 2**Release Method:** Hard Copy**Release Date:** 12/21/2017**Created Date:** 12/21/2017*** Confirming Purchase Order ***

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.

1519470

01/17/2018

0230225

P0355588

V0491192

04/27/18 Kathleen Madigan

0560116015309001

6,000.00

Ellen M. Lowan 1/19/18.

6,000.00

0230225

PAY ONLY SIX THOUSAND AND 00/100 DOLLARS

01/17/2018

\$*****6,000.00

United Talent Agency, LLC
9336 Civic Center Dr
Beverly Hills CA 90210