

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1194302

Vendor Name: A/I/S Satellite Communications

Invoice Number: 28780

Invoice Date: 12/19/17

PO Number: P0355411

Check Number: E0064802

Check Amount: \$ 350.00

Check Date: 01/10/2018

Department ID: 00425

Reviewer Name: Laurel Jolly-Mc Carthy

Voucher Number: V0489990

Redaction Type: None

Document Type: AP Invoice

Document Below

From: aisghattersley@sbcglobal.net
Sent: Tue Dec 19 10:05:03 CST 2017
To: tenzing@cod.edu, invoicing@cod.edu
CC: zuranskim@cod.edu, schrader@cod.edu
Subject: Re: College of DuPage Antenna Service - 12/18/17

Hello Marie,
Attached is signed Maintenance Report, PO and Invoice.
Please confirm you received.
Thank you,

Gary Hattersley
A/I/S Satellite Communications
PO Box 19 / 20 South Dugan Road
Sugar Grove, IL 60554
630-466-4304 / Fax 630-466-4782
E-mail: aisghattersley@sbcglobal.net
Website: <http://www.aissatellite.com>

From: "Tenzinger, Marie L." <tenzing@cod.edu>
To: Gary Hattersley <aisghattersley@sbcglobal.net>
Cc: "Zuranski, Michael" <zuranskim@cod.edu>; "Schrader, Thomas" <schrader@cod.edu>
Sent: Tuesday, December 19, 2017 8:35 AM
Subject: College of DuPage Antenna Service - 12/18/17

Hello Gary,

I understand from Mike that you were here on campus yesterday and took care of the migration. I do need a signed copy of the work order so that it can be submitted to our Purchasing Department for payment.

Please send to me either by US Mail or as an attachment to my email.

Thank you,

Marie Tenzinger

Administrative Assistant – Math & Natural Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
tenzing@cod.edu | Ph #630-942-2493



A/I/S

**ANTENNA INSTALLATION
SERVICE, INC.**

P.O. BOX 19 • 20 SO. DUGAN ROAD
SUGAR GROVE, ILLINOIS 60554
PHONE (630) 466-4304

INVOICE

DATE

INVOICE #

12/19/17

28780

BILL TO:

ACCOUNTS PAYABLE SRC2049
COLLEGE OF DUPAGE A/P
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6599

APPROVED
01/03/18 - DONNA STEWART

DESCRIPTION	AMOUNT
YOUR P.O. #: 355411	
DATE: 12.18.17	
RE: MIGRATE 3.0M C-BAND SATELLITE ANTENNA	
LOCATION: METEOROLOGY	
SERVICE PROVIDED:	
MIGRATE EXISTING 3.0M C-BAND SATELLITE ANTENNA	\$350.00
TAX EXEMPT #: 639997-8387-01	
WORK ORDERED BY: MARIE TENZINGER	
bld	
LABOR	350.00
PARTS	0.00
SALES TAX	0.00
Net 30 Days	TOTAL 350.00

INVOICE REVIEWED
OKAY TO PAY
LAUREL JOLLY-MC CARTHY 12/22

A/I/S

MAINTENANCE REPORT

NETWORK CO: _____
REPORTED BY: MIKE ZURANSKI DATE: 11-7-17 PHONE# 630-942-3321
CLIENT: COLLEGE OF DUPAGE SITE CONTACT: MIKE ZURANSKI
ADDRESS: 425 FAWELL BLVD. CITY & STATE: GLEN ELLEN, IL PHONE# 630-607-2544
PROBLEM: MIGRATE 3.0M DH C-BAND TVRO FROM SES-1
C/01°W TO GALAXY-28C 89°W-PEAK-POL & COMMISSION
SERVICE DEADLINE DATE: _____ DATE ON SITE: 12-18-17
TIME OF ARRIVAL: _____ TIME OF DEPARTURE: _____

LIST ANY EQUIPMENT REMOVED FROM SITE:

MFG. _____ MODEL# _____ SERIAL# _____
MFG. _____ MODEL# _____ SERIAL# _____

LIST ANY NEW EQUIPMENT INSTALLED AT SITE:

MFG. _____ MODEL# _____ SERIAL# _____
MFG. _____ MODEL# _____ SERIAL# _____

DOCUMENT MAINTENANCE PERFORMED: MIGRATE 3.0M 101°W-89°W
SIGNAL READINGS: 76% CNO-13.5 -38 0.0E

EXPLAIN TO SITE CONTACT MAINTENANCE PERFORMED:

SITE COORDINATOR SIGNATURE: X MIKE ZURANSKI

PRINT NAME: X MIKE ZURANSKI

T/S REPRESENTATIVE SIGNATURE: TD MIC

PRINT NAME: AS

VEHICLE RETURNED TO NORMAL - DATE: 12-18-17 TIME: 11:50 AM CT ET

FOR A/I/S OFFICE USE ONLY (TECHNICIAN)

TOTAL TRAVEL TIME: _____

TOTAL TIME ON SITE: _____

ANTENNA INSTALLATION SERVICE

P.O. BOX 19 - 20 S. DUGAN ROAD - SUGAR GROVE, IL 60554 PH. 630-466-4304 - FAX 630-466-4782

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

Vendor:

1194302
A/I/S Satellite Communications
PO Box 19/20 South Dugan Rd.
Sugar Grove, IL 60554

Attn: Gary hattersley

Phone: 630-466-4303
Fax: 640-466-4782

PURCHASE ORDER

355411

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 12/11/2017

Ship To:

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

Purchasing, Manager

Phone: (630) 942-2217
Fax: (630) 942-3750

Deliver To: Marie Tenzinger

PO Created By: Cernick, Beth

Purchase Order Comments:

Requisition Number(s): 663592

Requisitioner Name(s): Marie Tenzinger

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Migrate existing 3.0MC-Band Satellite Antenna	\$350.00	\$350.00
				Deliver To: Marie Tenzinger		
						Sub Total: \$ 350.00
						Total: \$ 350.00
Account Code Summary						
Account Code	Account Description					Amount
01-20-00425-5401002						\$350.00

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 payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

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

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

355411

Page: 2

Release Method: n/a

Release Date: n/a

Created Date: 12/11/2017