

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087635

Vendor Name: U.S. Postal Service-Glen Ellyn

Invoice Number: P0357170

Invoice Date: 04/05/18

PO Number: P0357170

Check Number: 0234679

Check Amount: \$ 1,140.00

Check Date: 04/10/2018

Department ID: 00741

Reviewer Name:

Voucher Number: V0508250

Redaction Type: None

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

Document Below

Bill To:**College of DuPage**

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



Check
Enclosed

PURCHASE ORDER

357170

1

Page:**Release Method:**

Hard Copy

Release Date:

04/05/2018

Created Date:

04/05/2018

Accounts Payable, SRC22749
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1087635
U.S. Postal Service-Glen Ellyn
528 Pennsylvania Ave
Glen Ellyn, IL 60137-4160

Attn: Customer Service

Phone: 123-123-1234

Fax:

Manual Check
Requested.
Please call
Martha Johnson
x2237 for check
pick up.

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

Purchasing, Manager

Phone: (630) 942-2217

Fax: (630) 942-3750

Deliver To: Johnson, Martha

AP VERIFIED
* Confirming Purchase Order *
04/09/18 - ROBERT MAREK

PO Created By: Cernick, Beth**Purchase Order Comments:****Requisition Number(s):** 665055**Requisitioner Name(s):** Martha Johnson

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	399001	1	Each	BRM Annual Maintenance Fee	\$690.00	\$690.00
Deliver To: Johnson, Martha						
2	399000	1	Each	BRM Permit Annual Fee	\$225.00	\$225.00
Deliver To: Johnson, Martha						
3	MT-106	1	Each	First-Class Permit MT 106-Presort Annual Fee	\$225.00	\$225.00
Deliver To: Johnson, Martha						
					Sub Total: \$	1,140.00
					Total: \$	1,140.00

Account Code Summary

Account Code	Account Description	Amount
01_80_00741_5404003		\$1,140.00

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.

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

357170

Page: 2**Release Method:** Hard Copy**Release Date:** 04/05/2018**Created Date:** 04/05/2018*** Confirming Purchase Order ***

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.

From: cernicke@cod.edu
Sent: Thu Apr 05 16:00:14 CDT 2018
To: invoicing@cod.edu
CC: johnsonm@cod.edu
Subject: Check Enclosed Request PO 357170

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!

Manual Check Requested.

Please call Martha Johnson x2237 for check pick up.

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