

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1546909
Vendor Name: JNP Auto Sales Inc.
Invoice Number: B0357154
Invoice Date: 04/05/18
PO Number: B0357154
Check Number: 0234680
Check Amount: \$ 14,265.94
Check Date: 04/10/2018
Department ID: 00017
Reviewer Name:
Voucher Number: V0507947
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: castellanoss1510@cod.edu
Sent: Thu Apr 05 09:19:12 CDT 2018
To: invoicing@cod.edu
CC:
Subject: BO357154 - CHECK ENCLOSED REQUEST

Hello Accounts Payable,
Please see attached check enclosed request.

Thanks,
Susan

Susan Castellanos
Purchasing Buyer



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942-2216

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:

1546909
JNP Auto Sales Inc.
1208 National Ave
Addison, IL 60101

Attn: Stuart Nisenbaum

Phone: 800-750-1681
Fax:



Check
Enclosed

PURCHASE ORDER

357154

Page: 1

Release Method: Hard Copy

Release Date: 04/05/2018

Created Date: 04/05/2018

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing Manager
Phone: 630-942-2576
Fax:
Deliver To: Tom Robertson, TE0037

AP VERIFIED
04/05/18 - BETHANY CRUSE

PO Created By: Castellanos, Susan

Purchase Order Comments:

Manual Check required, contact Tom Robertson, ext 2439, for check pickup

Requisition Number(s): 665635

Requisitioner Name(s): Tom Robertson

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	2013 Cadillac XTS Vin: 2G61P5S39D9153530	\$13,995.00	\$13,995.00
Deliver To: Tom Robertson, TE0037						
2		1	Each	Documentary Fee	\$175.94	\$175.94
Deliver To: Tom Robertson, TE0037						
3		1	Each	Title Fee	\$95.00	\$95.00
Deliver To: Tom Robertson, TE0037						
					Sub Total: \$	14,265.94
					Total: \$	14,265.94

Account Code Summary

Account Code	Account Description	Amount
01-10-00017-5806001		\$14,265.94

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.

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

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.

PURCHASE ORDER

357154

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

1546909

04/10/2018

0234680

B0357154

V0507947

2013 CADILLAC XTS

0110000175806001

14,265.94

[Three large, sweeping handwritten strokes]

[Handwritten signature]

Tam Robertson

14,265.94

0234680

PAY ONLY FOURTEEN THOUSAND TWO HUNDRED SIXTY FIVE AND 94/100 DOLLARS

04/10/2018

\$****14,265.94

JNP Auto Sales Inc.
D/B/A First Class Motors Direc
1208 National Ave
Addison IL 60101

Cruse, Bethany

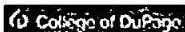
From: Humphrey, Vera
Sent: Tuesday, February 13, 2018 3:35 PM
To: Cruse, Bethany; Zerrudo, Maria; Robertson, Thomas
Cc: Brady, Scott
Subject: FW: Manual Check Approval Needed -approved

Tom,

Brian has approved your check request. Please work with A/P to provide them with necessary info.

Signed copy will be forward to A/P

Vera Humphrey
Administrative Assistant to the
Vice President, Administration
& Treasurer
Administrative Affairs
College of DuPage
425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599
Phone: 630-942-4285
Fax: 630-942-2297
Email: humphreyv@cod.edu



From: Brady, Scott
Sent: Tuesday, February 13, 2018 1:32 PM
To: Robertson, Thomas <robertsn@cod.edu>; Caputo, Brian <caputob@cod.edu>
Cc: Fay, Kristine <faykris@cod.edu>; Stewart, Donna <stewartdo@cod.edu>; Mosher, Jill <mosher@cod.edu>; Refakes, Eugene <refakese@cod.edu>; Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Manual Check Approval Needed

Tom,

We can work with you on these car to insure they remain available as you go through the purchase process. Please submit the paperwork to Vera Humphrey so she can get approval from Dr. Caputo and we can get the checks to you. Thanks, Scott

Scott L. Brady, CPA
Controller I Financial Affairs
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Want to learn more about our Chart of Accounts? Click Here

Disclosure Statement:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

From: Robertson, Thomas

Sent: Tuesday, February 13, 2018 12:43 PM

To: Caputo, Brian <caputob@cod.edu>; Brady, Scott <bradys310@cod.edu>

Cc: Fay, Kristine <faykris@cod.edu>; Stewart, Donna <stewartdo@cod.edu>; Mosher, Jill <mosher@cod.edu>; Refakes, Eugene <refakese@cod.edu>

Subject: Manual Check Approval Needed

Mr. Caputo and Mr. Brady,

I am requesting approval for manual checks to be cut for four used cars that we will be purchasing over the next few weeks. The first one is currently working its way through the mercury commerce approval process (Requisition #664648) and will hopefully have a PO issued tomorrow or Thursday. Because they are used cars, the used car dealers are not willing to hold a vehicle with only a PO, so to prevent them from being sold after we have completed the requisition and PO process, I am requesting manual checks be cut for them.

We requested and received BOT approval for the purchase of these four vehicles totaling up to \$75,971.36 at the October BOT meeting and I've attached a copy of the board item and signature page for reference. I've also attached a copy of the used car purchase process for you reference.

Additional background if needed: As you may be aware we have an educational fleet of about 60 vehicles that are used for lab work by the students in our courses. In order to keep that educational fleet up to date and viable for learning, we typically purchase several late model used vehicles with approved capital funds to replace aging vehicles in our fleet.

Please let me know if you have any questions or need clarification on any of this.

Thank you,

Tom Robertson

Professor, Coordinator

Automotive Service Technology

Treasurer- CODFA Senate

College of DuPage

Email: ROBERTSN@COD.EDU

Webpage: www.cod.edu/automotive

phone: (630) 942 - 2439

FAX: (630) 942 - 3923

No trees were killed in the sending of this message, but a large number of electrons were terribly inconvenienced.