

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1503533

Vendor Name: 1904 Inc

Invoice Number: PO357153

Invoice Date: 04/05/18

PO Number: B0357153

Check Number: 0234735

Check Amount: \$ 8,500.00

Check Date: 04/11/2018

Department ID: 11601

Reviewer Name:

Voucher Number: V0507976

Redaction Type: None

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

Document Below

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From: castellanoss1510@cod.edu  
Sent: Thu Apr 05 09:21:01 CDT 2018  
To: invoicing@cod.edu  
CC: mcgowan@cod.edu  
Subject: BO357153 - 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 castellanoss1510@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

**Vendor:**

1503533  
1904 Inc  
PO Box 10169  
Columbia, MO 65205

Attn: Marcus Levy

Phone: 212-215-1321  
Fax:



Check  
Enclosed

**PURCHASE ORDER**

357153

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

**AP VERIFIED**

**04/05/18 - MARIA ZERRUDO**

Deliver To: McGowan, Ellen

**PO Created By:** Castellanos, Susan

**Purchase Order Comments:**

Check Enclosed- Ellen McGowan to pick up check on 4/13/18.

**Requisition Number(s):** 665487

**Requisitioner Name(s):** Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Artist Fee 04/27/18 Saturday, Kathleen Madigan per att'd contract	\$6,000.00	\$6,000.00
				Deliver To: McGowan, Ellen		
2		1	Each	Artist Fee 04/27/18 Saturday, Opening Act per att'd contract	\$1,000.00	\$1,000.00
				Deliver To: McGowan, Ellen		
3		1	Each	Artist Travel Hotel 04/27/18 Kathleen Madigan per att'd contract	\$1,500.00	\$1,500.00
				Deliver To: McGowan, Ellen		
					<b>Sub Total: \$</b>	<b>8,500.00</b>
					<b>Total: \$</b>	<b>8,500.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
05-60-11601-5309001		\$7,000.00
05-60-11601-5501001		\$1,500.00

**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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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

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

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

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

**PURCHASE ORDER**

357153

**Page:** 2

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1503533

04/11/2018

0234735

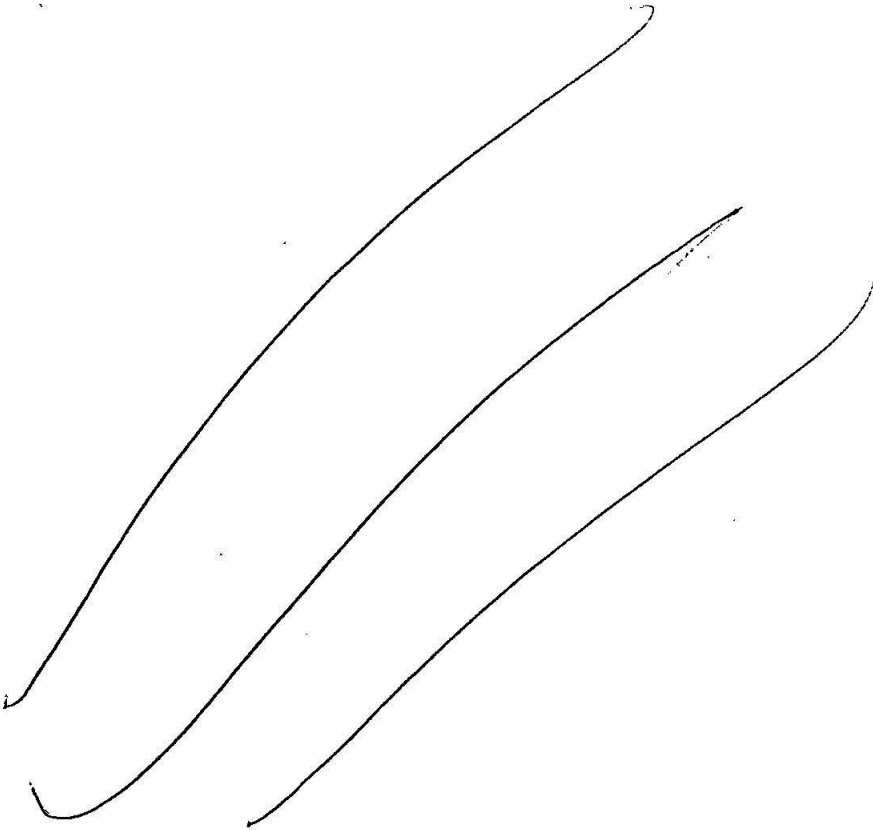
P0357153  
P0357153

V0507976  
V0507976

Artist fee  
Artist Travel

0560116015309001  
0560116015501001

7,000.00  
1,500.00



Maly@moher 04/12/18

8,500.00

0234735

PAY ONLY EIGHT THOUSAND FIVE HUNDRED AND 00/100 DOLLARS

04/11/2018

\$\*\*\*\*\*8,500.00

1904 Inc  
PO Box 10169  
Columbia MO 65205