

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082405
Vendor Name: B. Gunther & Company
Invoice Number: 106413
Invoice Date: 03/26/18
PO Number: P0356996
Check Number: 0234773
Check Amount: \$ 904.17
Check Date: 04/11/2018
Department ID: 00797
Reviewer Name: Jacquelyn Campagnolo
Voucher Number: V0507243
Redaction Type: None
Document Type: AP Invoice

Document Below



4742 Main Street
Lisle, Illinois 60532-1724
630-969-5595 • 630-969-5768
www.bgunther.com



INVOICE

PO# 356996

ok to pay
[Signature]

ACCOUNT NO.

754

INVOICE NO.

106413

INVOICE DATE

03/26/2018

APPROVED
04/02/18 - LINDA SANDS-VANKERK

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College of DuPage
DeAnna Duval
425 Fawell Blvd.
Glen Ellyn IL 60137
(630) 942-2198

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College of DuPage
DeAnna Duval
425 Fawell Blvd.
Glen Ellyn IL 60137
(630) 942-2198

ORDER NO.		ORDER DATE	SALES REPRESENTATIVE	PO NUMBER	
112143		03/05/2018	Jeanne M. Brommer, MAS	DeAnna Duval	
SHIP VIA		FOB POINT	TERMS	TAX EXEMPT NO.	
Direct UPS Ground		Lisle, IL	Net 30	E9997-3391-02	
QTY	CODE	DESCRIPTION		* UNIT PRICE	EXTENSION
25	A100	Cosmos Bowl		N 35.00	875.00
1	Ship	Shipping from the manufacturer		Y 29.17	29.17

INVOICE REVIEWED

OKAY TO PAY

* TAX: Y = YES, N = NO

COMMENTS

We Appreciate Your Business. Thank You Very Much!

JACQUELYN CAMPAGNOLO 03

SUBTOTAL

\$904.17

SALES TAX

\$0.00

DEPOSIT

INVOICE TOTAL

\$904.17

01.07.0

0.034

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:

1082405
B. Gunther & Company
4742 Main St.
Lisle, IL 60532-1724

Attn: FRAN OLESKY; C corp - no 1099

Phone: 630-969-5595
Fax:

PURCHASE ORDER

356996

Page: 1

Release Method: Hard Copy

Release Date: 03/27/2018

Created Date: 03/27/2018

Ship To:

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Duval, DeAnna

PO Created By: Cernick, Beth

Purchase Order Comments:

Requisition Number(s): 665471

Requisitioner Name(s): DeAnna Duval

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	A100	25	Each	Cosmos Bowl	\$35.00	\$875.00
Deliver To: Duval, DeAnna						
2		1	Each	Shipping	\$29.17	\$29.17
Deliver To: Duval, DeAnna						
Sub Total: \$						904.17
Total: \$						904.17

Account Code Summary

Account Code	Account Description	Amount
01-80-00797-5509001		\$904.17

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.

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

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

356996

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Release Method: Hard Copy

Release Date: 03/27/2018

Created Date: 03/27/2018

Duval, DeAnna

From: Michelle Jefferson <michelle@bgunther.com>
Sent: Tuesday, March 27, 2018 1:24 PM
To: Cernick, Elizabeth
Cc: Duval, DeAnna
Subject: RE: College of DuPage PO 356996

Thank you



Michelle Jefferson | B. Gunther & Company, Inc.

4742 Main Street | Lisle, Illinois 60532 | P: 630-969-5595 | F: 630-969-5768 | bgunther.com



"Awards that reflect the achievement!"

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From: Cernick, Elizabeth [mailto:cernicke@cod.edu]
Sent: Tuesday, March 27, 2018 1:23 PM
To: Michelle Jefferson
Cc: Duval, DeAnna
Subject: College of DuPage PO 356996

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (**Reply ALL**) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2250

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

*Respectfully,
Beth Cernick
Purchasing Assistant*

 **College of DuPage**

425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | cernicke@cod.edu