

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084158
Vendor Name: Dreamhost.com
Invoice Number: 2111009-2018-03-23
Invoice Date: 03/23/18
PO Number: P0356970
Check Number: 0234842
Check Amount: \$ 119.40
Check Date: 04/11/2018
Department ID: 99800
Reviewer Name: None
Voucher Number: V0501938
Redaction Type: None
Document Type: AP Invoice

Document Below

From: butlerj61@cod.edu
Sent: Fri Mar 23 16:06:22 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: College of DuPage PO 356970

Good Afternoon,

Would you please process the attached PO and invoice so that a check can be mailed out and also let me know when that happens? Thank you.

Have a great day!
Jen

Jennifer Butler
Discipline Support Specialist
Liberal Arts Division
College of DuPage
425 Fawell Blvd BIC 2E06J
Glen Ellyn, IL 60137
630.942.3802
Butlerj61@cod.edu
www.writingontheedge.org



From: Walker, Cathie
Sent: Friday, March 23, 2018 4:03 PM
To: Butler, Jennifer <butlerj61@cod.edu>
Subject: FW: College of DuPage PO 356970

Send the attached and the Invoice to Invoicing. That's it!

From: Butler, Jennifer
Sent: Friday, March 23, 2018 3:58 PM
To: Walker, Cathie <walkerm@cod.edu>
Subject: FW: College of DuPage PO 356970

Hi, Cathie,

This is done. Now what?

Have a great day!
Jen

Jennifer Butler
Discipline Support Specialist

Discipline Support Specialist
Liberal Arts Division
College of DuPage
425 Fawell Blvd BIC 2E06J
Glen Ellyn, IL 60137
630.942.3802
Butlerj61@cod.edu
www.writingontheedge.org



From: Towne, Jordan
Sent: Friday, March 23, 2018 3:44 PM
To: support@dreamhost.com
Cc: Butler, Jennifer <butlerj61@cod.edu>
Subject: College of DuPage PO 356970

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,
Jordan Towne
Purchasing Expeditor*



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@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:

1084158
Dreamhost.com
417 Associated Rd
Brea, CA 92821

Attn: Customer Service

Phone: 123-123-1234

Fax:

PURCHASE ORDER

356970

Page: 1

Release Method: Hard Copy

Release Date: 03/23/2018

Created Date: 03/23/2018

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: Jennifer Butler

PO Created By: Towne, Jordan

Purchase Order Comments

APPROVED

03/27/18 - SANDRA MARTINS

Requisition Number(s): 665422

Requisitioner Name(s): Jennifer Butler

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	2111009-2018-04-23-1	1	Each	Website hosting-Writing on the Edge Account-COD	\$119.40	\$119.40

Deliver To: Jennifer Butler

Sub Total: \$ 119.40

Total: \$ 119.40

Account Code Summary

Account Code	Account Description	Amount
10-99-99800-2900099		\$119.40

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 acctpays@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

356970

Page: 2

Release Method: Hard Copy

Release Date: 03/23/2018

Created Date: 03/23/2018

Name on Account: jennifer butler
Account Name: Writing On the Edge Account - COD
Address: 1132 sandpiper lane
naperville, Illinois 60540 US
Invoice #: 2111009-2018-03-23-1
Period: Feb 24, 2018 - Mar 23, 2018

Previous Balance	New Charges	New Payments	Last Payment Received	Balance Due	Due On
\$0.00	\$119.40	\$0.00	None This Period	\$119.40	2018-03-23

Charges Levied During This Period

Date Charged	Service	Charge
2018-03-23	"Happy Hosting" (For service through 2019-03-22)	\$119.40
Total Charged:		\$119.40

No Payments Were Made During This Period

Total Payments:	\$0.00
------------------------	---------------

Invoice #2111009-2018-04-23-1:

Invoice Number: 2111009-2018-04-23-1

Statement Period: 2018-03-24 - Current

Total Amount Due: \$119.40

Account: "Writing On the Edge Account - COD"

Make Payments To: DreamHost
PMB #257
417 Associated Rd.
Brea, CA 92821
USA

\$119.40	\$0.00	\$0.00	none	\$119.40
----------	--------	--------	------	----------