

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1543781

Vendor Name: Feather and Bird, LLC

Invoice Number: B0357210

Invoice Date: 04/09/18

PO Number: B0357210

Check Number: 0234861

Check Amount: \$ 10,800.00

Check Date: 04/11/2018

Department ID: 11601

Reviewer Name:

Voucher Number: V0508386

Redaction Type: None

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

Document Below

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From: mcgarryj1755@cod.edu  
Sent: Mon Apr 09 16:29:04 CDT 2018  
To: invoicing@cod.edu  
CC: mcgowan@cod.edu,junokasm@cod.edu  
Subject: Check Enclosed Request for Blanket Order# 357210  
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Good Afternoon,

Please process the attached Check Enclosed request. Thank you.

Respectfully,

John McGarry, Buyer  
Purchasing Department  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL. 60137  
630-942-2355  
Mcgarryj1755@cod.edu

**Bill To:****College of DuPage**

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



Check  
Enclosed

**PURCHASE ORDER**

357210

Page: 1

Release Method: Hard Copy

Release Date: 04/09/2018

Created Date: 04/09/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1543781  
Feather and Bird, LLC  
1790 Broadway  
11th Floor  
New York, NY 10019  
Attn: Amanda Boudreau

Phone: 212-584-7500

Fax: 646-300-8200

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: McGowan, Ellen

**AP VERIFIED****04/10/18 - MARIA ZERRUDO**

PO Created By: McGarry, John

Purchase Order Comments: Ellen

McGowan to pick-up check on

4/13/18.

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
Requisition Number(s): 665613		1	Each	04/14/18 Rosanne Cash Artist Fee per att'd contract	\$10,000.00	\$10,000.00
Deliver To: McGowan, Ellen						
2		1	Each	Hotel Buyout per Joe Hopper, Production Mgr	\$800.00	\$800.00
Deliver To: McGowan, Ellen						
					<b>Sub Total: \$</b>	<b>10,800.00</b>
					<b>Total: \$</b>	<b>10,800.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
05-60-11601-5309001		\$10,000.00
05-60-11601-5501001		\$800.00

**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 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.

**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

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**

357210

**Page:** 2**Release Method:** Hard Copy**Release Date:** 04/09/2018**Created Date:** 04/09/2018

1543781

04/11/2018

0234861

B0357210  
B0357210

V0508386  
V0508386

Rosanne Cash Artist  
Hotel buyout

0560116015309001  
0560116015501001

10,000.00  
800.00

*[Three large, parallel, curved lines drawn across the page]*

*Nelly Oquhar 04/12/18*

10,800.00

0234861

PAY ONLY TEN THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS

04/11/2018

\$\*\*\*\*10,800.00

Feather and Bird, LLC  
1790 Broadway  
11th Floor  
New York NY 10019