

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1544530  
Vendor Name: Theatrical Rights Worldwide  
Invoice Number: SO-0050934  
Invoice Date: 03/09/18  
PO Number: P0356743  
Check Number: 0235023  
Check Amount: \$ 2,680.00  
Check Date: 04/11/2018  
Department ID: 12271  
Reviewer Name: None  
Voucher Number: V0500889  
Redaction Type: None  
Document Type: AP Invoice

Document Below

REC'D

Theatrical Rights Worldwide  
1180 Avenue of the Americas  
New York, NY 10036

APPROVED

03/19/18: ELLEN MCGOWAN

INVOICE

C.O.D.

Ellen McGowan  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
US

Invoice Date: 3/9/2018  
Customer Account #: 219902  
Order #: SO-0050934  
Ship Date: 4/5/2018  
Ship Via: UPS  
Opening Date: 7/5/2018  
Closing Date: 7/15/2018  
Terms of Payment: Due Upon Receipt  
Customer requisition: PO# 356743 I

## The Addams Family

Page 1

## ORDER DETAILS:

Item number	Description	Quantity	Net amount
ADDA	The Addams Family		0.00
ADDA-Roy-A	The Addams Family - Royalty - Amateur	8.00	1,280.00
ADDA-AddWkMat	The Addams Family - Additional Weeks - Materials	3.00	300.00
ADDA-LOGO	The Addams Family - Logo Pack	1.00	0.00
ADDA-AP	The Addams Family - Advance Pack	1.00	75.00
ADDA-RS	The Addams Family - Rehearsal Set	1.00	950.00
ADDA-ORCH	The Addams Family - Orchestration	1.00	0.00

Net amount: 2,605.00  
Shipping & Handling: 75.00  
Sales tax amount: 0.00  
Totals for Order: 2,680.00

ORDER BALANCE : 2,680.00

Make all checks payable to THEATRICAL RIGHTS WORLDWIDE  
Thank you for your business!

**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

**PURCHASE ORDER**

356743

**Page:** 1**Release Method:** Hard Copy**Release Date:** 03/09/2018**Created Date:** 03/09/2018**\* Confirming Purchase Order \*****Vendor:**

1544530  
Theatrical Rights Worldwide  
1180 Ave of the Americas  
Ste 640  
New York, NY 10036  
Attn: Erin Betman

Phone: 646-736-3242  
Fax: 212-643-1322

**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:** McGowan, Ellen**PO Created By:** Towne, Jordan**Purchase Order Comments:**

Contract attached.

Please send copy of PO to Ellen McGowan mcgowan@cod.edu. Ellen will place order.

**Requisition Number(s):** 665059**Requisitioner Name(s):** Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Performance Rights, College Theater 07/05/18-07/15/18 THE ADDAMS FAMILY per att'd	\$2,680.00	\$2,680.00
Deliver To: McGowan, Ellen						
						<b>Sub Total: \$</b> 2,680.00
						<b>Total: \$</b> 2,680.00

**Account Code Summary**

Account Code	Account Description	Amount
01-30-12271-5309001		\$2,680.00

**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. 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

**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

**PURCHASE ORDER**

356743

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 03/09/2018

**Created Date:** 03/09/2018

**\* Confirming Purchase Order \***

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.