

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1516113

Vendor Name: Carmax Auto Superstores, Inc.

Invoice Number: B0357192

Invoice Date: 04/06/18

PO Number: B0357192

Check Number: 0235059

Check Amount: \$ 24,313.00

Check Date: 04/12/2018

Department ID: 00017

Reviewer Name:

Voucher Number: V0508121

Redaction Type: None

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

Document Below

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From: mcgarryj1755@cod.edu  
Sent: Fri Apr 06 14:45:42 CDT 2018  
To: invoicing@cod.edu  
CC: robertsn@cod.edu  
Subject: Check Enclosed Request Blanket Order# 357192  
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Good Afternoon,

Please process the attached Check Enclosed Request. Contact Tom Robertson, ext. 2439 for check pick-up when complete.  
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**

357192

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Method: Hard Copy

Issue Date: 04/06/2018

Created Date: 04/06/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1516113  
Carmax Auto Superstores, Inc.  
12800 Tuckahoe Creek Pky  
Richmond, VA 23238

Attn: Cody Decker

Phone: 703-443-5288

Fax:

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2278

Fax:

Deliver To: Tom Robertson, TE0037

**AP VERIFIED****04/06/18 - MARIA ZERRUDO**

PO Created By: Maria Zerrudo

Purchase Order Comments:

Contact Tom Robertson, ext. 2439

for check pick-up.

Requisitioner Name(s): Tom Robertson

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
Requisition Number(s): 665636		1	Each	2015 Toyota Tacoma Vin:3TMLU4EN4FM170915	\$23,998.00	\$23,998.00
Deliver To: Tom Robertson, TE0037						
2		1	Each	Documentary Fee	\$175.00	\$175.00
Deliver To: Tom Robertson, TE0037						
3		1	Each	ERT Fee	\$25.00	\$25.00
Deliver To: Tom Robertson, TE0037						
4		1	Each	Title Fee	\$95.00	\$95.00
Deliver To: Tom Robertson, TE0037						
5		1	Each	M-Plate Fee	\$20.00	\$20.00
Deliver To: Tom Robertson, TE0037						
					<b>Sub Total: \$</b>	<b>24,313.00</b>
					<b>Total: \$</b>	<b>24,313.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00017-5806001		\$24,313.00

**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.

**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**

357192

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