

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: B0357287

Invoice Date: 04/13/18

PO Number: B0357287

Check Number: 0235142

Check Amount: \$ 1,900.00

Check Date: 04/17/2018

Department ID: 39009

Reviewer Name:

Voucher Number: V0509374

Redaction Type: None

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

Document Below

Bill To:**College of DuPage**

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



Check
Enclosed

PURCHASE ORDER

357287

Page: 1

Release Method: Hard Copy

Release Date: 04/13/2018

Created Date: 04/13/2018

Accounts Payable, SRC 2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1188426
Village of Glen Ellyn, Illinois
535 Duane St
Glen Ellyn, IL 60137

Attn: Christina Coyle

Phone: 123-123-1234

Fax:

AP VERIFIED
04/16/18 - ROBERT MAREK

Ship To:
BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Don Inman, CMC 1040

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 665773

Requisitioner Name(s): Glenda Garcia

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Building Permit Fee BIC Adjunct Renovation	\$1,900.00	\$1,900.00
Deliver To: Don Inman, CMC 1040						
Sub Total: \$						1,900.00
Total: \$						1,900.00

Account Code Summary		
Account Code	Account Description	Amount
03-90-39009-5804001		\$1,900.00

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 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



Check
Enclosed

PURCHASE ORDER

357287

Page: 1

Release Method: Hard Copy

Release Date: 04/13/2018

Created Date: 04/13/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Vendor:

1188426

Village of Glen Ellyn, Illinois

535 Duane St

Glen Ellyn, IL 60137

Attn: Christina Coyle

Phone: 123-123-1234

Fax:

Manual ck.

Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.

Vice President/CFO

Administrative Affairs

Ship To:

BLANKET PO

425 Fawell Blvd.

Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Don Inman, CMC 1040

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 665773

Requisitioner Name(s): Glenda Garcia

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Building Permit Fee BIC Adjunct Renovation	\$1,900.00	\$1,900.00

Deliver To: Don Inman, CMC 1040

Sub Total: \$ 1,900.00

Total: \$ 1,900.00

Account Code Summary

Account Code	Account Description	Amount
03-90-39009-5804001		\$1,900.00

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 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

357287

Page: 2

Release Method: Hard Copy

Release Date: 04/13/2018

Created Date: 04/13/2018

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

357287

Page: 2

Release Method: Hard Copy

Release Date: 04/13/2018

Created Date: 04/13/2018

APR 13 2018
1:23:37 PM
04/13/2018

From: townelj@cod.edu
Sent: Fri Apr 13 13:33:39 CDT 2018
To: invoicing@cod.edu
CC: garciag@cod.edu
Subject: College of DuPage BO 357287 Check Enclosed Request

Hello,

Please see the attached check enclosed request for the Village of Glen Ellyn. Per the notes "This check is to be made out to the Glen Ellyn main office (NOT Reserve 22 or any other DBAs)" Please contact Don Inman when the check is available for pickup x4046 or (513) 257-1826.

Thank you,

Jordan Towne
Purchasing Expeditor



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

- ☐ [Click Here for current bids/Rfps!](#)
- ☐ [COD: Check out our Team Site!](#)





College of DuPage

From: marekr@cod.edu
Sent: Tue Apr 17 08:32:12 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

Bobby Marek Accounts Payable Team Leader Cash Disbursements/Payroll Department College of DuPage
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599 phone 630-942-2229 l marekr@cod.edu
-----Original Message----- From: marekr@cod.edu Sent: Tuesday, April 17, 2018 8:29 AM To: Marek, Robert
Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and
sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page Multifunction Printer
Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]