

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1545928  
Vendor Name: Southfield Corporation  
Invoice Number: B0357286  
Invoice Date: 04/13/18  
PO Number: B0357286  
Check Number: 0235179  
Check Amount: \$ 1,933.48  
Check Date: 04/20/2018  
Department ID: 02638  
Reviewer Name:  
Voucher Number: V0509341  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below



Check Request Form  
revised 12/18/17

Date: 4/17/2018  
Vendor ID: 1545928

[illegible]

|                         |  |             |
|-------------------------|--|-------------|
| AP VERIFIED             |  | Grand Total |
| 04/20/18 - ROBERT MAREK |  |             |

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

Southfield Corp

Payee Address: 1760 N. Aurora Rd Naperville, IL 60563

Materials for Landscape Construction Lab. Need check to order materials by Friday April 20, 2018.

Date: 4/17/18

Date:

18/

Signature: Donna Stewart 4/18/18

ble (SRC 2132 A), [acctp@cod.edu](mailto:acctp@cod.edu)  
*Jim Stover* 4/18/18

K



**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



Check  
Enclosed

**PURCHASE ORDER**

357286

Page: 1

Release Method: Hard Copy

Release Date: 04/13/2018

Created Date: 04/13/2018

**\* Confirming Purchase Order \*****Vendor:**

1545928  
Southfield Corporation  
8995 West 95th St  
Palos Hills, IL 60465

Attn: Mary-Lou Bauer

Phone: 847-524-0853  
Fax:

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378  
Fax:

**Deliver To:** Brian Clement - TEC**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 665783**Requisitioner Name(s):** Katrina Swon

| #                                      | Vendor Item | QTY | UOM  | Description   | Unit Price | Total Price |
|--|-------------|-----|------|---|------------|-------------|
| 1                                      | 251018567   | 5   | Each | Perkins Grant - SE<br>Weatheredge Limestone<br>Boulders | \$205.53   | \$1,027.65  |
| <b>Deliver To:</b> Brian Clement - TEC |             |     |      |   |            |             |
| 2                                      | 251018570   | 3   | Each | SE Weatheredge Limestone<br>Ledge                       | \$205.53   | \$616.59    |
| <b>Deliver To:</b> Brian Clement - TEC |             |     |      |   |            |             |
| 3                                      | 214500011   | 1   | Each | Red Flint River Rock 3/8" - 5/8"                        | \$29.62    | \$29.62     |
| <b>Deliver To:</b> Brian Clement - TEC |             |     |      |   |            |             |
| 4                                      | 214500005   | 1   | Each | Red Flint River Rock 3/4" -<br>1-1/2"                   | \$29.62    | \$29.62     |
| <b>Deliver To:</b> Brian Clement - TEC |             |     |      |   |            |             |
| 5                                      |             | 1   | Each | Illinois Hardscape Delivery<br>Charge                   | \$230.00   | \$230.00    |
| <b>Deliver To:</b> Brian Clement - TEC |             |     |      |   |            |             |

**Sub Total: \$ 1,933.48****Total: \$ 1,933.48****Account Code Summary**

| Account Code        | Account Description | Amount     |
|---------------------|---------------------|------------|
| 06-10-02638-5401002 |                     | \$1,933.48 |

**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



**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**

357286

**Page:** 2**Release Method:** Hard Copy**Release Date:** 04/13/2018**Created Date:** 04/13/2018**\* Confirming Purchase Order \***

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.
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.



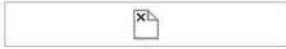
-----  
From: townelj@cod.edu  
Sent: Fri Apr 13 13:19:00 CDT 2018  
To: invoicing@cod.edu,swonk@cod.edu  
CC:  
Subject: College of DuPage BO 357286 Check Enclosed Request  
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Hello,



Please see the attached check enclosed request for Southfield Corporation. Per the notes please make the check out to "Illinois Brick Company" and contact Brian Clement at clement@cod.edu or x2526 when the check is ready for pickup.

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!](#)



   
**Humphrey, Vera**

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**From:** Miller, Monica  
**Sent:** Wednesday, April 18, 2018 3:10 PM  
**To:** Humphrey, Vera  
**Subject:** Manual Check Request, FYI  
**Attachments:** Manual Check Request Ill Brick Company.pdf

Hi Vera,

I hope all is well with you.

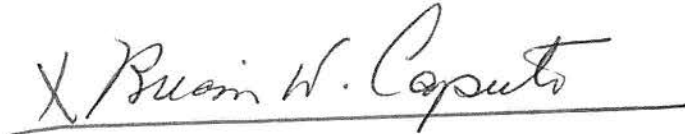
I wanted to give you a heads-up that we have a manual check request. I have attached the information, but I still need Donna Stewart's approval. I am walking this over to her office this afternoon. Then I will bring to you Finance.

See you later.

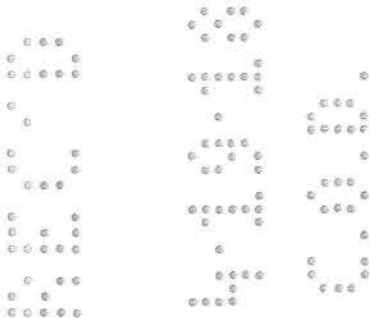
Monica

Monica Miller  
Program Support Specialist  
Business & Technology Division  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
(630) 942-3074

*Manual check*



**Brian W. Caputo, Ph.D., C.P.A.**  
Vice President/CFO  
Administrative Affairs





Illinois Brick Company 630-527-8756  
1768 N. Aurora Rd. Naperville, IL 60563

Quotation

Print Date 04/02/2018

ACCOUNT #: P43V

CUSTOMER: PREPAY43V  
8995 W. 95th Street  
Palos Hills IL 60465

ORDER #: 20080564  
ORDER DATE: 03/22/2018  
SALES ID: 575  
SALES OFFICE: 4055  
Quotation valid until 12/31/2018  
ORDER PLACED BY: M GUIMON  
CUSTOMER P.O.#: COLLEGE OF  
DUPAGE

JOB ADDRESS: COLLEGE OF DUPAGE  
425 FAWELL  
GLEN ELLYN IL 60465

REQUESTED DATE OF DELIVERY:  
03/22/2018

**DRIVING DIRECTIONS**  
SITE CONTACT IS BRIAN -309-255-3414

TAX EXEMPT #: TAX EXEMPT  
#E99973391

| QUANTITY | MATERIAL #   | PLANT<br>LOC | DESCRIPTION/SIZE                   | L/# | UOM | PRICE<br>PER U/M | EXTENDED<br>AMOUNT |
|----------|--------------|--------------|------------------------------------|-----|-----|------------------|--------------------|
| 5.00     | 251018567    | 4055         | SE WEATHEREDGE LIMESTONE BOULDERS  | 10  | TON | 205.53/1         | 1,027.65           |
| 3.00     | 251018570    | 4055         | SE WEATHEREDGE LIMESTONE LEDGE     | 20  | TON | 205.53/1         | 616.59             |
| 0.25     | 214500011    | 4055         | RED FLINT RIVER ROCK 3/8" - 5/8"   | 30  | TON | 118.47/1         | 29.62              |
| 0.25     | 214500005    | 4055         | RED FLINT RIVER ROCK 3/4" - 1-1/2" | 40  | TON | 118.47/1         | 29.62              |
| 1.00     | HARDSCAPCART | 4055         | ILLINOIS HARDSCAPE DELIVERY CHARGE | 50  | LOD | 230.00/1         | 230.00             |

Please examine this order carefully and report any changes immediately. You are responsible for quantities ordered. No returns allowed without proper authorization.

The above order is subject to applicable sales tax, delivery and special handling charges at time of delivery.

THERE ARE NO RETURNS ON BAGGED GOODS OR LOOSE BRICK. ALL APPROVED RETURNS ARE SUBJECT TO A RESTOCKING CHARGE & A RETURN CARTAGE CHARGE IF PICKED UP BY OUR TRUCK.

Total 1,933.48



# REQUISITION FORM

FY: 2018

Name of Grant: Perkins- Reallocation

Activity Number: Form 4.c.4.b  
(if applicable)

## COLLEGE OF DuPAGE

Community College District NO. 502  
Glen Ellyn, IL 60137

PO # 357286

| VENDOR NUMBER<br>1545928   |      | ACCOUNT NAME<br>Southfield Corporation |          | DEPT.<br>1 06  | UNIT/SUB<br>10 02438 | OBJECT/SUB<br>5401002      | \$AMOUNT<br>\$1,933.48 |
|--|------|--|----------|--|----------------------|----------------------------|------------------------|
| VENDOR NAME<br>Illinois Brick Company  |      |  |          | DEPARTMENT NAME<br>Horticulture  |                      | DATE REQUIRED<br>4/12/2018 |                        |
| VENDOR ADDRESS<br>1760 N Aurora Rd. Naperville, IL 60563   |      |  |          | RESponsible Person(PLEASE PRINT)<br>Brian Clement                              |                      | PHONE EXT.<br>2526         |                        |
| Note: Check needs made out to Illinois Brick Company which is a part of Southfield Corporation                       |      |  |          | DELIVER TO(REQUIRED)<br>Greenhouse - Brian Clement                             |                      | PHONE EXT.<br>2526         | BUILDING<br>ROOM       |
| ** Request Check Enclosed ** Will deliver check to supplier to order materials. Please let me know when check ready. |      |  |          | APPROVED-Authorized Signature-Budget Director<br><i>Brian Clement</i>          |                      | DATE<br>4/2/18             |                        |
| CONTACT  |      | PHONE<br>(847) 678-9525                |          | APPROVED-Vice President-When required (see #4 Below)<br><i>Lisa A. Hoke</i>    |                      | DATE<br>4/10/18            |                        |
| TERMS  |      |  |          |  |                      |                            |                        |
| ITEM NO.   | QTY. | UNIT                                   | MANUF. # | DESCRIPTION, SIZE, COLOR, CATALOG NO.  | UNIT COST            | TOTAL COST & DISCOUNT      |                        |
| 1  | 1    |  |          | **See attached quote**   |                      |                            |                        |
| 2  |      |  |          | *Request Check Enclosed** Blanket PO<br>Please let me know when check is ready |                      |                            |                        |
| 3  |      |  |          | <u>clement@cod.edu</u> Ext 2526<br>Make sure check made out to Illinois        |                      |                            |                        |
| 4  |      |  |          | Brick Company  |                      |                            |                        |
| 5  |      |  |          |  |                      |                            |                        |
| 6  |      |  |          |  |                      |                            |                        |
| 7  |      |  |          |  |                      |                            |                        |

- Fill out completely, if Perkins, leave Acct No blank.
- Fill in vendor information. If new vendor, obtain a vendor number through the new vendor process.
- Requisitions must be approved by appropriate Dean, Assoc. Dean or Director before being pro- cessed.
- Requisitions for out of State travel (air, bus or car)

5. Requisitions amounting to but not exceeding \$4999 will be processed at the discretion of the Purchasing Dept. Requisitions from \$5000-\$14,999 will have a minimum of 3 verbal quotes solicited by Purchasing. Requisitions from \$15,000-\$24,999 will have 3 written quotes solicited by Purchasing.

- Any item or items to a single vendor exceeding

must be approved by your respective Vice-President \$25,000 must be formally bid. before being processed on the Pre-Travel forms,



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From: marekr@cod.edu  
Sent: Thu Apr 19 15:02:43 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: Scanned from a Xerox Multifunction Device  
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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: Thursday, April 19, 2018 2:59 PM 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]







 College of DuPage