

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1384837

Vendor Name: American English Llc

Invoice Number: B0358795

Invoice Date: 06/29/18

PO Number: B0358795

Check Number: 0237155

Check Amount: \$ 2,500.00

Check Date: 07/11/2018

Department ID: 11601

Reviewer Name:

Voucher Number: V0518034

Redaction Type: None

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

Document Below

From: cernicke@cod.edu
Sent: Mon Jul 02 09:30:42 CDT 2018
To: invoicing@cod.edu
CC: mcgowan@cod.edu
Subject: Check Enclosed Request - Time Sensitive

Hello Invoicing,

Please process the enclosed 'Check Enclosed' for BO 358795.

Please refer to Ellen McGowan's request to pick up check 7/12/2018.

Thank you!
Beth
Kind Regards,

Beth Cernick
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | cernicke@cod.edu

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

Vendor:

1384837
American English LLC
4148 W. 82nd St.
Chicago, IL 60652

Attn: Eric Suszynski

Phone: 773-582-9102
Fax:



Check
Enclosed

PURCHASE ORDER

358795

Page: 1

Release Method: Hard Copy

Release Date: 07/02/2018

Created Date: 07/02/2018

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Deliver To: McGowan, Ellen

PO Created By: Cernick, Beth

Purchase Order Comments:

Check Enclosed

AP VERIFIED
07/02/18 - MARIA ZERRUDO

Ellen McGowan to pick up check 07/12/18.

Contract attached, will forward COI to Purchasing when it is received from agent.

Requisition Number(s): 667503

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	07/13/18 American English Artist Fee Balance per att'd contract	\$2,500.00	\$2,500.00
Deliver To: McGowan, Ellen						

Sub Total: \$ 2,500.00

Total: \$ 2,500.00

Account Code Summary

Account Code	Account Description	Amount
05-60-11601-5309001		\$2,500.00

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

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

358795

Page: 2

Release Method: Hard Copy

Release Date: 07/02/2018

Created Date: 07/02/2018

1384837

07/11/2018

0237155

80358795

V0518034

Artist fee

0560116015309001

2,500.00

Even M. Gowan
7/11/18

2,500.00

0237155

PAY ONLY TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS

07/11/2018

\$*****2,500.00

American English Llc
4148 W. 82nd St.
Chicago IL 60652