

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1524594
Vendor Name: The Bank of New York MelloN
Invoice Number: 252-2115691
Invoice Date: 07/09/18
PO Number: P0358746
Check Number: 0237162
Check Amount: \$ 1,250.00
Check Date: 07/11/2018
Department ID: 00729
Reviewer Name:
Voucher Number: V0518605
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

1524594

07/11/2018

0237162

252-211569

V0518605

Other Contractural Svcs

0180007295309001

1,250.00

received
7/12/18
D. Virgilio
P

1,250.00

0237162

PAY ONLY ONE THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS

07/11/2018

\$*****1,250.00

The Bank of New York Mellon Tr
P.O. Box 392013
Pittsburgh PA 15251-9013

College of DuPage - Accounts Payable
Check Request Form
revised 12/18/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 7/9/2018
Vendor ID: 1524594

→ please Date 6/30/18

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
252-2115691	358746	01	80	00729	5309001	Other Contractual Services Exp	\$ 1,250.00
Grand Total							\$ 1,250.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

☒ 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.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: The Bank of New York Mellon Trust
Company N.A.

Other
Instructions:

Corporate Trust Department
PO Box 392013
Payee Address: Pittsburgh, PA 15251-9013

Description on Check:

Series 2013A Bonds arbitrage rebate calculation

Approvals:

Prepared By:

Vera Humphrey

Approved By:

Date:

Signature:

Signature:

Payment Due:

Approved By:

Date:

Board Approved Date:

n/a

Signature:

Approved By Division VP:

Date:

Signature:

For Brian W. Caputo
acctpays@cod.edu

7/9/18

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpays@cod.edu

Manual Check Requested
Return to David Virgilio

X Brian W. Caputo

V518605

**BNY MELLON**The Bank of New York Mellon
Trust Company, N.A.**INVOICE**College of DuPage
Attn: Mr. David Virgilio, Assistant Financial Controller
425 Fawell Blvd.
SRC 2130M
Glen Ellyn, IL 60137

000001

Invoice Number:	252-2115691
Account Number:	2470001
Invoice Date:	26-Jun-18
Cycle Date:	30-Apr-18
Administrator:	Melissa Pauling
Phone Number:	214-580-1233
Currency:	USD

\$84,000,000
Community College District No. 502
Counties of DuPage, Cook and Will and State of Illinois
(College of DuPage)
General Obligation Community College Bonds
Series 2013A

	<u>Quantity</u>	<u>Rate</u>	<u>Proration</u>	<u>Subtotal</u>	<u>Total</u>
One Time Charges					
IRS Rebate Calculation					1,250.00

Invoice Total:	1,250.00
Satisfied To Date:	0.00
Balance Due:	1,250.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.
Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9576.
The Bank of New York Mellon Trust Company, N.A is located at 400 South Hope Street - Suite 400,
Los Angeles, CA 90071

Check Payment Instructions:
The Bank of New York Mellon
Corporate Trust Department
P.O. Box 392013
Pittsburgh, PA 15251-9013
Please enclose billing stub.

Wire and ACH Payment Instructions:
The Bank of New York Mellon
ABA Number 021000018
Account Number 8901245259

Please reference Invoice Number: 252-2115691

Billing Stub

\$84,000,000
Community College District No. 502
Counties of DuPage, Cook and Will and State of Illinois
(College of DuPage)
General Obligation Community College Bonds
Series 2013A

Invoice Number:	252-2115691
Account Number:	2470001
Invoice Date:	26-Jun-18
Cycle Date:	30-Apr-18
Administrator:	Melissa Pauling
Phone Number:	214-580-1233
Amount:	1,250.00 USD

000000634487252021156910000000000001250007

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

CONFIRMATION OF ORDER

358746

Page: 1

Release Method: Hard Copy

Release Date: 06/28/2018

Need By Date: n/a

*** Confirming Purchase Order ***

Vendor:

1524594
The Bank of New York Mellon Trust Company N. A.
500 Grant St
Rm 3210 Bny Mellon Center
Pittsburgh, PA 15258
Attn: Brian Helming

Phone: 214-580-1234
Fax: 214-580-3400

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Purchase Order Comments:

Requisition Numbers: 667497

Requisitioner Name(s): Vera Humphrey

Vendor Item	QTY	UOM	Description	Unit Price	Total Price
	1	Each	Arbitrage Rebate Analysis - 2nd payment	\$1,250.00	\$1,250.00
Duplicate Purchase Deliver To: B. Caputo					

Order: This is a Copy!

SubTotal	\$1,250.00
Shipping & Handling	\$0.00
Tax	\$0.00
Total	\$1,250.00

Account Code Summary		
Account Code	Account Description	Amount
01-80-00729-5309001		\$1,250.00

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

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

CONFIRMATION OF ORDER

358746

Page: 2

Release Method: Hard Copy

Release Date: 06/28/2018

Need By Date: n/a

*** Confirming Purchase Order ***

Vendor:

1524594
The Bank of New York Mellon Trust Company N. A.
500 Grant St
Rm 3210 Bny Mellon Center
Pittsburgh, PA 15258
Attn: Brian Helming

Phone: 214-580-1234
Fax: 214-580-3400

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238
Fax: 630-942-2417

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.

*Duplicate Purchase
Order: This is a Copy!*

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1524594

Vendor Name: The Bank of New York Mellon Tr

Invoice Number: 252-2115691

Invoice Date: 06/26/18

PO Number: P0358746

Check Number: 0237162

Check Amount: \$ 1,250.00

Check Date: 07/11/2018

Department ID: 00729

Reviewer Name:

Voucher Number: V0518605

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 12/18/17

FY18

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Corporate Trust Department
PO Box 392013
Payee Address: Pittsburgh, PA 15251-9013

Other
Instructions: _____

Description on Check:

Series 2013A Bonds arbitrage rebate calculation

Approvals:

Prepared By: Vera Humphrey

Approved By: _____

Date: _____

Signature: Vera Humphrey

Signature: _____

Payment Due: _____

Approved By: _____

Date: _____

Board Approved Date: n/a

Signature: _____

Approved By Division VP: _____

Date: _____

Signature: Brian W. Caputo

7/9/18

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

V518605

Manual Check Requested
Return to David Virgilio
X Brian W. Caputo

**BNY MELLON**

The Bank of New York Mellon
Trust Company, N.A.

INVOICE

College of DuPage
Attn: Mr. David Virgilio, Assistant Financial Controller
425 Fawell Blvd.
SRC 2130M
Glen Ellyn, IL 60137

000001

Invoice Number: 252-2115691
Account Number: 2470001
Invoice Date: 26-Jun-18
Cycle Date: 30-Apr-18
Administrator: Melissa Pauling
Phone Number: 214-580-1233
Currency: USD

\$84,000,000
Community College District No. 502
Counties of DuPage, Cook and Will and State of Illinois
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General Obligation Community College Bonds
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	<u>Quantity</u>	<u>Rate</u>	<u>Proration</u>	<u>Subtotal</u>	<u>Total</u>
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Cycle Date: 30-Apr-18
Administrator: Melissa Pauling
Phone Number: 214-580-1233
Amount: 1,250.00 USD

000000634487252021156910000000000001250007

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Duplicate Purchase

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