

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085645

Vendor Name: Harmony Artists Inc.

Invoice Number: B0358814

Invoice Date: 07/02/18

PO Number: B0358814

Check Number: 0237213

Check Amount: \$ 8,500.00

Check Date: 07/11/2018

Department ID: 11601

Reviewer Name:

Voucher Number: V0518866

Redaction Type: None

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

Document Below

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From: castellanoss1510@cod.edu  
Sent: Mon Jul 02 14:16:06 CDT 2018  
To: invoicing@cod.edu  
CC: mcgowan@cod.edu  
Subject: CHECK ENCLOSED 358814  
-----

Hello Accounts Payable,  
Please see attached check enclosed request.

Thanks,  
Susan

Susan Castellanos  
Purchasing Buyer



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: ( 630) 942-2216 castellanoss1510@cod.edu

**Bill To:****College of DuPage**

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



Check  
Enclosed

**PURCHASE ORDER**

358814

Page: 1

Release Method: Hard Copy

Release Date: 07/02/2018

Created Date: 07/02/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1085645  
Harmony Artists Inc.  
3575 Cahuenga Blvd W  
Ste 560  
Los Angeles, CA 90068  
Attn: Kerrie Cason

Phone: 123-123-1234

Fax:

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

**Deliver To:** McGowan, Ellen**PO Created By:** Castellanos, Susa**Purchase Order Comments:**

Check Enclosed

Ellen McGowan to pick up check ASAP.

**AP VERIFIED**  
**07/10/18 - BETHANY CRUSE**

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

**Requisition Number(s):** 667496**Requisitioner Name(s):** Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	08/03/18 Piano Men Deposit per att'd contract	\$8,500.00	\$8,500.00

**Deliver To:** McGowan, Ellen**Sub Total: \$** 8,500.00**Total: \$** 8,500.00**Account Code Summary**

Account Code	Account Description	Amount
05-60-11601-5309001		\$8,500.00

**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](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.
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.

**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

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**

358814

**Page:** 2**Release Method:** Hard Copy**Release Date:** 07/02/2018**Created Date:** 07/02/2018

1085645

07/11/2018

0237213

B0358814

V0518866

PIANO MAN DEPOSIT

0560116015309001

8,500.00

*Ellen Mc Gowan*  
*7/11/18*

8,500.00

0237213

PAY ONLY EIGHT THOUSAND FIVE HUNDRED AND 00/100 DOLLARS

07/11/2018

\$\*\*\*\*\*8,500.00

Harmony Artists Inc.  
3575 Cahuenga Blvd W  
Ste 560  
Los Angeles CA 90068