

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1083904  
Vendor Name: Crestline  
Invoice Number: 3620425  
Invoice Date: 05/30/18  
PO Number: P0358111  
Check Number: E0068084  
Check Amount: \$ 1,548.35  
Check Date: 07/11/2018  
Department ID: 14145  
Reviewer Name: Elizabeth Holmwood  
Voucher Number: V0517029  
Redaction Type: None  
Document Type: AP Invoice

Document Below

**INVOICE**

Date: 06/13/18

Please Note Our New Remittance Address

**3620425**

Page 1 of 2

Account No.	977742	PO No.	358111	Due Date	07/13/18
Order No.	1915609	Order Date	05/30/18	Shipped Via.	UPS - Ground COMMERCIAL

**Bill To**

COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE  
425 FARWELL BLVD  
GLEN ELLYN IL 60137

**Ship To**

COLLEGE OF DUPAGE  
FRAN WALLACE  
NAPERVILLE CENTER  
1223 RICKERT DR  
NAPERVILLE IL 60540-0954

Item Number	Item Description	Ship Date	Qty	Unit Price	Amount
106463	ADMAX MINI SPORTS BALLS - FOOT	06/08/18	100	2.490	249.00
S106463 1SC	1 COLOR SETUP CHARGE	06/08/18	1		N/C
C106463 1AR	1 COLOR IMPRINT	06/08/18	100		N/C
118694	MOPTOPPER STRESS BALL	06/05/18	100	2.440	244.00
S118694 1PP	1 COLOR PAD PRINT SETUP CHARGE	06/05/18	1		N/C
C118694 1AR	1 COLOR PAD PRINT IMPRINT	06/05/18	100		N/C
119430	LIP BALM RUBBER BALL	06/06/18	250	1.550	387.50
S119430 1SC	1 COLOR SETUP CHARGE	06/06/18	1		N/C
C119430 1AR	1 COLOR IMPRINT	06/06/18	250		N/C
110223	SANITIZER SPRAY PEN	06/08/18	100	1.190	119.00
S110223 4PC	FULL COLOR SETUP CHARGE	06/08/18	1		N/C
C110223 4CP	FULL COLOR IMPRINT ON WHITE LA	06/07/18	100		N/C

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ACCOUNTS PAYABLE  
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GLEN ELLYN IL 60137

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FRAN WALLACE  
NAPERVILLE CENTER  
1223 RICKERT DR  
NAPERVILLE IL 60540-0954

Item Number	Item Description	Ship Date	Qty	Unit Price	Amount
108958	CARABINER KEY RING	06/07/18	150	0.750	112.50
S108958 1LS	LASER ENGRAVE SETUP CHARGE	06/07/18	1	63.000	63.00
C108958 1LE	LASER ENGRAVED IMPRINT	06/07/18	5		N/C
C108958 1LR 1A	EXTRA LOCATION LASER ENGRAVE	06/07/18	150		N/C
S108958 1LS 1A	EXTRA LOCATION LASER ENGRAVE S	06/07/18	1	20.000	20.00
101590	CARABINER CLIP	06/07/18	250	0.940	235.00
S101590 1LS	LASER ENGRAVED SETUP CHARGE	06/07/18	1		N/C
C101590 1LE	LASER ENGRAVED IMPRINT	06/07/18	250		N/C
C101590 1LR	BACK SIDE LASER ENGRAVED IMPRINT	06/07/18	250		N/C
S101590 1LS	LASER ENGRAVED SETUP CHARGE	06/07/18	1	30.000	30.00

**APPROVED**  
**06/25/18 - LISA STOCK**

**INVOICE REVIEWED**  
**OKAY TO PAY**

**ELIZABETH HOLMWOOD 06/20/18**

Invoice #3620425

**QUESTIONS? Call 1-800-221-7797**

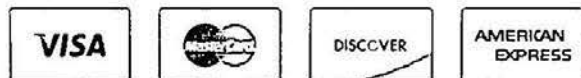
Please refer to your Account No. and our Invoice No. / Order No. in all communications regarding this invoice.

To pay online go to:  
payments.crestline.com

Subtotal	1460.00
Sales Tax	0.00
Shipping and Handling	88.35
Total Invoice	1548.35
Payment	-0.00
<b>Balance Due</b>	<b>1548.35</b>

**\*NEW\* Remit-To Address**

Please Remit Payment To:  
**Crestline Specialties, Inc.**  
**PO Box 712144**  
**Cincinnati, OH 45271-2144**



Accounts past due 30 days and over are subject to a finance charge of 1 1/2% per month, which is an annual percentage rate of 18% to be applied to the unpaid balance.

**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:**

1083904  
Crestline  
P.o. Box 2027  
Lewiston, ME 04241

Attn: STEVE DIAGLE

Phone: 800-221-7797  
Fax:

**PURCHASE ORDER**

358111

Page: 1

Release Method: Hard Copy

Release Date: 05/29/2018

Created Date: 05/29/2018

**Ship To:**

College of DuPage Naperville Center  
1223 Rickert Dr.  
Naperville, IL 60540

Maisch, Shawn

Phone: 630-942-4700

Fax: 630-942-4749

Deliver To: Fran Wallace

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 666334

Requisitioner Name(s): Fran Wallace

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	110223	100	1	Sanitizer Spray Pen	\$1.19	\$119.00
Deliver To: Fran Wallace						
2	108958	150	1	Carabiner Key Ring	\$0.75	\$112.50
Deliver To: Fran Wallace						
3	108958	1	1	Laser Engrave Setup Charge	\$63.00	\$63.00
Deliver To: Fran Wallace						
4	101590	250	1	Carabiner Clip	\$0.94	\$235.00
Deliver To: Fran Wallace						
5	106463	100	1	AdMax Mini Sports Balls-Football	\$2.49	\$249.00
Deliver To: Fran Wallace						
6	118694	100	1	MopTopper Stress Ball	\$2.44	\$244.00
Deliver To: Fran Wallace						
7	119430	250	1	Lip Balm Rubber Ball	\$1.55	\$387.50
Deliver To: Fran Wallace						
8		1	1	Shipping	\$138.35	\$138.35
Deliver To: Fran Wallace						
					Sub Total: \$	1,548.35
					Total: \$	1,548.35

**Account Code Summary**

Account Code	Account Description	Amount
01-10-14145-5407001		\$1,548.35

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

**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**

358111

Page: 2

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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.
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.