

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1355510
Vendor Name: Mark Andy Print Products
Invoice Number: SIN102532
Invoice Date: 04/03/18
PO Number: P0358542
Check Number: E0068104
Check Amount: \$ 935.50
Check Date: 07/11/2018
Department ID: 00745
Reviewer Name: Martha Johnson
Voucher Number: V0508930
Redaction Type: None
Document Type: AP Invoice

Document Below

**Remit To**

Mark Andy Print Products
7561 Solutions Center
Chicago, IL 60677-7005
Accounts Receivables:
+1(636) 681-9218

Sales Invoice

Invoice Number	SIN102532
Invoice Date	4/3/18
Sales Order Number	5856099
Customer PO Number	WO4987

Account	COLLEGE OF DUPAGE/WAREHOUSE -	Due Date	5/3/18
Credit Terms	N30 (NET 30)		

Bill To	Ship To
COLLEGE OF DUPAGE/WAREHOUSE - ATTN: A/P 425 FAWELL BLVD GLEN ELLYN, IL 60137 US	COLLEGE OF DUPAGE/WAREHOUSE -IL 12115 001 (2) 425 FAWELL BLVD GLEN ELLYN, IL 60137 US

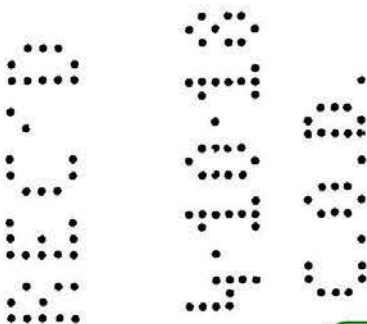
Line	Product	UOM	Shipped	Unit Price	Amount	Tax
1	STLABOR SERVICE TRAVEL LABOR (HOURS) Travel 4/3/18	HR	2.00	80.00	160.00	5.00
2	SSLABOR STANDARD SERVICE LABOR Service 4/3/18	HR		4.75	160.00	760.00

SubTotal	935.50
Shipping	0.00
HazMat	0.00
Tax	0.00
Prepayment	(0.00)
Invoice Total	935.50

Thank you for your order.
Mark Andy Print Products Customer Service
Phone: 1-800-225-4835
Email: orders@markandy.com

USA Fed ID # 43-0723392
CAN Fed ID # 831062823RC0001
We honor MasterCard®, Visa® and American Express® for Payment.

We Love To Hear from You: Credit@MarkAndy.com | Shop 24/7 Online @ shop.markandy.com



INVOICE REVIEWED
OKAY TO PAY

MAGDALENA OGRODNY 0
07/09/18 - MAGDALENA OGRODNY

From: acctpay@cod.edu
Sent: Wed Jun 20 08:04:29 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Outstanding Invoice

From: Johnson, Martha
Sent: Wednesday, June 20, 2018 7:27 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Outstanding Invoice

Good morning, AP,

Attached is the PO for the outstanding invoice for Mark Andy in the amount of \$935.50. This invoice was submitted in image now asking for a PO#.

Please advise that this will still be paid out of the FY18 budget.

Thank you,

Martha

Martha Johnson
Supervisor Print & Mail Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2237
johnsonm@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

PURCHASE ORDER

358542

Page: 1

Release Method: Hard Copy

Release Date: 06/19/2018

Fiscal Date: 06/19/2018

Need By Date: 06/18/2018

Print Date: 06/19/2018

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

1355510
Mark Andy Print Products
201 West Oakton
Des Plaines, IL 60018

Attn: Chris Fry

Phone: 800-237-0812

Fax: 800-447-1231

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: 665758

Vendor Item	QTY	UOM	Description	Unit Price	Total Price
STLABOR	1	Each	DPM PRO400 Service travel hours	\$175.50	\$175.50
Deliver To: Johnson, Martha					
SSLABOR	1	Each	DPM PRO400 Service hours	\$760.00	\$760.00
Deliver To: Johnson, Martha					
Sub Total: \$					935.50
Total: \$					935.50

Account Code Summary

Account Code	Account Description	Amount
01_80_00745_5304001		\$935.50

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 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

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

Accounts Payable, SRC2049
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PURCHASE ORDER

358542

Page: 2**Release Method:** Hard Copy**Release Date:** 06/19/2018**Fiscal Date:** 06/19/2018**Need By Date:** 06/18/2018**Print Date:** 06/19/2018*** Confirming Purchase Order ***

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.