

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1497551
Vendor Name: TekCore LLC
Invoice Number: 87917
Invoice Date: 07/09/18
PO Number: P0358972
Check Number: E0068295
Check Amount: \$ 894.00
Check Date: 07/19/2018
Department ID: 00765
Reviewer Name: Angelo Conti
Voucher Number: V0520848
Redaction Type: None
Document Type: AP Invoice

Document Below



4157 Mountain Road Suite 201 Pasadena, MD 21122
Tel: 443.577.4366 Fax: 443.517.0059

Invoice

Date	Invoice #
7/9/2018	87917

Bill To

College of DuPage
Account Payable
425 Fawell Blvd
Glen Ellyn, IL 60135

Ship To

College of DuPage
Shipping & Receiving
425 Fawell Blvd
Glen Ellyn, IL 60135

APPROVED
07/17/18 - MAGDALENA OGRODNY

PO#	Terms	Due Date	Account #
87917 <i>358972</i>	Net 30	8/8/2018	C16100522

Part No.	Description	Qty	Unit Price	Ext. Price
TPT-PN80-PU0101	TekTrack Silver Software Maintenance Subscription (1 Year)	1	295.00	295.00
TPT-PN80-TS0101	TekTrack Silver Technical Support Subscription (1 Year)	1	599.00	599.00

Please provide the invoice number on a check/money order and mail to:

Total \$894.00

TekCore
P.O. Box 201
Pasadena, MD 21123

INVOICE REVIEWED
OKAY TO PAY
ANGELO CONTI 07/17/18

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:

1497551
TekCore LLC
4157 Mountain Rd Ste 201
Pasadena, MD 21122

Attn: Todd Taylor

Phone: 123-123-1234

Fax:

PURCHASE ORDER

358972

Page: 1

Release Method: Hard Copy

Release Date: 07/09/2018

Created Date: 07/09/2018

Ship To:

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Angelo Conti

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 667747

Requisitioner Name(s): Angelo Conti

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	TekCore / Tek Track Software updates	\$295.00	\$295.00
Deliver To: Angelo Conti						
2		1	Each	TekCore / Tek Track Tech Support	\$599.00	\$599.00
Deliver To: Angelo Conti						
Sub Total: \$						894.00
Total: \$						894.00

Account Code Summary

Account Code	Account Description	Amount
01 80 00765 5304001		\$894.00

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.

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