

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1179457
Vendor Name: BHFX Digital Imaging
Invoice Number: 309058
Invoice Date: 06/26/18
PO Number: P0358676
Check Number: 0237858
Check Amount: \$ 7,663.40
Check Date: 08/15/2018
Department ID: 00293
Reviewer Name:
Voucher Number: V0519572
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: chenje@cod.edu
Sent: Mon Jul 16 15:11:20 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Re: PO358676

INVOICE

BHFX IMAGING™
 REPRODUCTION TECHNOLOGIES

 80 WEST SEEGER'S ROAD
 ARLINGTON HEIGHTS, IL 60005
 P: (847) 593-3161 F: (847) 593-3129

Customer Copy

Number	309058
Date	06/26/18
Page	1

3 WAY MATCH

Bill To: 10414	COLLEGE OF DUPAGE DON INMAN 425 FAWELL BLVD GLEN ELLYN, IL 60137	Ship To: 4	COD - GRAPHIC DESIGN 425 FAWELL BLVD MAC 255D GLEN ELLYN, IL 60137
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Purchase Order	Shipped	Salesperson	Attn:	Tax Code	Doc #	Wh	Dept.	Ship Via
358676	06/26/18	EG Exempt Gov	JENNY CHEN	EG	D82852	01		

Item	Description	Originals	Prints Each	Total Prints	Sq Ft	Total Sq. Ft.	Price	UM	Extension
PRO4000INK	PRO-4000 FULL SET 1ST ORDER FREE FREIGHT	1		0		1	1868.400	EA	1868.40

TERMS: NET 30 DAYS

Merchandise

Misc

Discount

Tax

Freight

Total Due

1868.40

.00

.00

.00

17.50

\$1,885.90

REMIT TO: 80 W SEEGER'S ARL HTS. IL 60005

PLEASE REMIT TO: BHFX LLC. 80 West Seegers Rd. Arlington Heights, IL 60005

CREDIT MEMO



80 WEST SEEGER'S ROAD
ARLINGTON HEIGHTS, IL 60005
P: (847) 593-3161 F: (847) 593-3129

Customer Copy

Number	309084
Date	06/27/18
Page	1

Bill To: 10414	COLLEGE OF DUPAGE DON INMAN 425 FAWELL BLVD GLEN ELLYN, IL 60137	Ship To: 4	COD - GRAPHIC DESIGN 425 FAWELL BLVD MAC 255D GLEN ELLYN, IL 60137
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Purchase Order	Shipped	Salesperson	Attn:	Tax Code	Doc #	Wh	Dept.	Ship Via
358676	06/27/18	EG Exempt Gov	JENNY CHEN	EG	C09467	01		

Item	Description	Originals	Prints Each	Total Prints	Sq Ft	Total Sq. Ft.	Price	UM	Extension
FRT20	SUPPLY DELIVERY REF: INV.#309058	-1		0		-1	17.500	EA	-17.50

TERMS: NET 30 DAYS

Merchandise

Misc

Discount

Tax

Freight

Total Due

-17.50

.00

.00

.00

.00

-\$17.50

REMIT TO: 80 W SEEGER'S ARL HTS. IL 60005

PLEASE REMIT TO: BHFX LLC. 80 West Seegers Rd. Arlington Heights, IL 60005

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1179457
Vendor Name: BHFX Digital Imaging
Invoice Number: 306414
Invoice Date: 05/30/18
PO Number: P0357624
Check Number: 0237858
Check Amount: \$ 7,663.40
Check Date: 08/15/2018
Department ID: 00790
Reviewer Name: Barbara Groves
Voucher Number: V0521435
Redaction Type: None
Document Type: AP Invoice

Document Below

INVOICE



Accounting Copy

Number	306414
Date	05/30/18
Page	1

FX18
APPROVED

Bill To
10414

COLLEGE OF DUPAGE
DON INMAN
425 FAWELL BLVD
GLEN ELLYN, IL 60137

Ship To:

COD - GRAPHIC DESIGN
425 FAWELL BLVD
MAC 255D
GLEN ELLYN, IL 60137

07/23/18 - KIRK OVERSTREET

Purchase Order	Shipped	Salesperson	Attn:	Tax Code	Doc #	Wh	Dept.	Ship Via
357624	05/30/18	EG Exempt Gov	KEN WONG	EG	D80173	01		

Item	Description	Originals	Prints Each	Total Prints	Sq Ft	Total Sq. Ft.	Price	UM	Extension
PRO-4000	CANON PRO-4000 SN - BAGA01065	1		0		1	3995.000	EA	3995.00
EQ-SV800	IJ SERVICE CSA 06/01/18 - 05/31/21	1		0		1	1500.000	EA	1500.00
IJPG8-142	42x100 GLOSS 8ML 1RL	1		0		1	.000	RL	.00
IJPS8-142	42x100 SATIN 8ML 1RL	1		0		1	.000	RL	.00
EQ-SVDIT	INTEGRATION & TRAINING	1		0		1	300.000	EA	300.00

INVOICE REVIEWED

OKAY TO PAY

BARBARA GROVES O

TERMS: NET 30 DAYS

Merchandise	Misc	Discount	Tax	Freight	Total Due
5795.00	.00	.00	.00	.00	\$5,795.00

REMIT TO: 80 W SEEGER ARL HTS. IL 60005

PLEASE REMIT TO: BHFX LLC, 80 West Seegers Rd. Arlington Heights, IL 60005

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:

1179457

BHFX Digital Imaging

80 W Seegers Rd

Arlington Heights, IL 60005

Attn: Nathan Martell

Phone: 847-899-0211

Fax: 847-593-3129

PURCHASE ORDER

357624

Page: 1

Release Method: Hard Copy

Release Date: 05/03/2018

Created Date: 05/03/2018

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: Jenny Chen - MAC 255D**PO Created By:** Castellanos, Susan**Purchase Order Comments:**

Please refer to Sales Agreement dated 4/26/18 provided to Ken Wong.

Requisition Number(s): 666189**Requisitioner Name(s):** Barbara Groves

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	1127C002AA	1	Each	COE-GD Canon Pro-4000 Color Plotter -44", 3gb memory/320gb Hard Drive, 12 color Canon 330 ml starter	\$3,995.00	\$3,995.00
Deliver To: Jenny Chen - MAC 255D						
2		1	Each	+2 (3) Total Years' Service Warranty	\$1,500.00	\$1,500.00
Deliver To: Jenny Chen - MAC 255D						
3		1	Each	Delivery, Integration & Training	\$300.00	\$300.00
Deliver To: Jenny Chen - MAC 255D						
					Sub Total: \$	5,795.00
					Total: \$	5,795.00

Account Code Summary		
Account Code	Account Description	Amount
01-10-00790-5401006		\$5,795.00

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

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

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.

PURCHASE ORDER

357624

Page: 2

Release Method: Hard Copy

Release Date: 05/03/2018

Created Date: 05/03/2018

