

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1245838

Vendor Name: Illinois Secretary of State

Invoice Number: P0359661

Invoice Date: 08/13/18

PO Number: P0359661

Check Number: 0237982

Check Amount: \$ 101.00

Check Date: 08/15/2018

Department ID: 00697

Reviewer Name:

Voucher Number: V0523162

Redaction Type: None

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

Document Below

From: townej@cod.edu
Sent: Mon Aug 13 09:14:00 CDT 2018
To: invoicing@cod.edu
CC: nehlsj156@cod.edu
Subject: College of DuPage PO 359661 Check Enclosed Request

Hello,



Please see the attached check enclosed request for PO 359661 for the Illinois Secretary of State. Please contact Jim Nehls when check is ready.

Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)

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



Check
Enclosed

PURCHASE ORDER

359661

Page: 1

Release Method: Hard Copy

Release Date: 08/13/2018

Created Date: 08/13/2018

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

1245838
Illinois Secretary of State
501 South 2nd St
Springfield, IL 62756

Attn: MaryJo Bennett

Phone: 217-785-1135
Fax: 217-558-3943

Ship To:

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

Purchasing, Manager

AP VERIFIED**08/15/18 - BETHANY CRUSE**

PO Created By: Towne, Jordan

Purchase Order Comments:

Check enclosed I need a check made out to the Illinois Secretary of State for \$101.00.

Please notify DC Jim Nehls to pick-up the check because it needs to be sent with additional documents.

Requisition Number(s): 668510

Requisitioner Name(s): James Nehls

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Vehicle Registration Renewal	\$101.00	\$101.00

Deliver To: J Nehls, 4277

Sub Total: \$ 101.00

Total: \$ 101.00

Account Code Summary

Account Code	Account Description	Amount
01-70-00697-5401005		\$101.00

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.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment

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

359661

Page: 2**Release Method:** Hard Copy**Release Date:** 08/13/2018**Created Date:** 08/13/2018*** Confirming Purchase Order ***

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.

1245838

08/15/2018

0237982

P0359661

V0523162

Vehicle Registration

0170006975401005

101.00



Scott D. R.

101.00

0237982

PAY ONLY ONE HUNDRED ONE AND 00/100 DOLLARS

08/15/2018

\$*****101.00

Illinois Secretary of State
501 South 2nd St
Springfield IL 62756