

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087470
Vendor Name: Paperclip Communications
Invoice Number: 895466
Invoice Date: 05/22/18
PO Number: P0358256
Check Number: 0238100
Check Amount: \$ 1,160.00
Check Date: 08/15/2018
Department ID: 00466
Reviewer Name: None
Voucher Number: V0518895
Redaction Type: None
Document Type: AP Invoice

Document Below

From: navai278@cod.edu
Sent: Thu Jun 28 15:24:37 CDT 2018
To: invoicing@cod.edu
CC:
Subject: PO 358256

Good afternoon,

Please reference PO 358256 to Invoice / order 895466 for \$1160.00: Vendor: PaperClip. We received the merchandise on 06.27.2018.

Regards,

ileana

Ileana Nava

Administrative Assistant

Dean of Students' Office

College of DuPage

425 Fawell Blvd. | SSC 3232 | Glen Ellyn, IL 60137

Phone: 630.942.2485 | navai278@cod.edu

Summer Hours: College of DuPage will be closed every Friday beginning June 4 through August 10, 2018; Regular work week hours resume the week of August 13, 2018.



APPROVED
07/10/18 - SUSAN JERAK

INVOICE

PAPERCLIP COMMUNICATIONS
125 Paterson Avenue, Suite 4
Little Falls, NJ 07424

This notice reflects payments received as of: 5/23/2018

Order Date 5/22/2018

Customer # 4254251

Ileana Nava
College of DuPage
425 Fawell Blvd.
SSC 3233
Glen Ellyn IL 60137

Thank you for placing an order with Paperclip Communications. If you have any questions please call us at 973 - 256 - 1333, or fax us at 973-256-8088, or email us at info@paper-clip.com.

Make Checks payable to: Paperclip Communications,
125 Paterson Avenue, Suite 4, Little Falls NJ 07424
Federal Tax ID # 22-3383275

Payment Due 30 days from date of order.
All Payments in US Dollars.

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07/10/18 - SUSAN JERAK

EMAIL: navai278@cod.edu

Order #	Description	PO #	Copies	Price	S&H	Total	Paid	Due
895466	A Culture of Consent Customizable Brochure		1000	1160.00	0.00	1160.00	0.00	1160.00
						Totals	1160.00	0.00
							1160.00	

Customer # 4254251

Order #: 895466

Ileana Nava
College of DuPage
425 Fawell Blvd.
SSC 3233
Glen Ellyn IL 60137

If you have a balance due, in order to ensure your account is credited please return bottom portion with payment

☐ Please charge my credit card:

Card Number: _____

Type: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Expiration Date: ____ / ____

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:

1087470
Paperclip Communications
125 Paterson Ave
Little Falls, NJ 07424

Attn: Customer Service

Phone: 123-123-1234
Fax:

PURCHASE ORDER

358256

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 06/05/2018

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: Susan Jerak, SSC 3232

PO Created By: Cernick, Beth

Purchase Order Comments:

Requisition Number(s): 666740

Requisitioner Name(s): Ileana Nava

APPROVED**07/10/18 - SUSAN J**

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	A Culture of Consent Customizable Brochure	\$1,160.00	\$1,160.00
Deliver To: Susan Jerak, SSC 3232						
2		1	Each	Shipping and Handling	\$0.00	\$0.00
Deliver To: Susan Jerak, SSC 3232						
Sub Total: \$						1,160.00
Total: \$						1,160.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00466-5401002		\$1,160.00

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
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

358256

Page: 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 06/05/2018

APPROVED
07/10/18 - SUSAN JERAK

June 1, 2018

To: Ileana Nava

From: Tiffany Patrocino

Re: Price Quote – A Culture of Consent Customizable Brochure

Quantity:

Product:

1,000 copies

A Culture of Consent Customizable Brochure

Price: Regular

\$1.11 each

Customization Fee:

\$150.00

Shipping & Handling:

Free

Pricing:

\$ 1260.00

Discount Code:

BYE18 (-\$100)

Total Final Cost:

\$ 1160.00

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07/10/18 - SUSAN JERAK