

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1088771  
Vendor Name: Police Training Institute  
Invoice Number: 121371  
Invoice Date: 07/09/18  
PO Number: P0358864  
Check Number: 0238107  
Check Amount: \$ 914.06  
Check Date: 08/15/2018  
Department ID: 65006  
Reviewer Name:  
Voucher Number: V0521658  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: djones@dsc-illinois.org  
Sent: Tue Jul 24 11:38:16 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: MX-6240N\_20180724\_114617.pdf;  
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MX-6240N\_20180724\_114617.pdf; College of DuPage invoice 121371, PO# 358864 dated 7-9-18 for \$914.06 is attached. Please note DSC does not accept ACH payments, please send check. Donna Jones A/R  
DSC NOTICE: The information contained in this message is confidential and may be legally privileged. This information is intended only for the use of the individuals or entities to whom it is addressed. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, copying, forwarding, distribution, or action taken in reliance on the contents of this message is strictly prohibited. If you have received this communication in error, please notify the sender immediately by replying to the message and deleting it from your computer. Thank you. Developmental Services Center, Inc.

[attachment: MX-6240N\_20180724\_114617.pdf]

Developmental Services Center  
1304 W. Bradley Ave.  
Champaign IL 61821-2035

INVOICE	121371
Type	
Date	7/9/2018
Page	1

**3 WAY MATCH**

**Bill to:**

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

**Ship to:**

College of DuPage  
425 22nd St. Bldg. K Room 153  
Glen Ellen, IL 60137-6599

Purchase Order ID		Customer ID	Salesperson ID	Shipping Method	Payment Terms ID	
358864		3S009			Net 30 days	
Quantity	Item Number	Description	U Of M	Discount	Unit Price	Ext. Price
15	010- 95874	range ready targets	Each	\$0.00000	\$48.00000	\$720.00
1	010- 95874	please send check. DSC does not	Each	\$0.00000	\$0.00000	\$0.00
1	010- 95874	accept ACH payments	Each	\$0.00000	\$0.00000	\$0.00
Please Include Invoice Number On Remittance						

Subtotal	\$720.00
Misc	\$0.00
Tax	\$0.00
Freight	\$194.06
Trade Discount	\$0.00
Total	\$914.06

**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:**

1088771  
Police Training Institute  
Developmental Services Center  
1304 West Bradley Ave.  
Champaign, IL 61821  
Attn: KYLA RAY

Phone: 217-398-7722  
Fax:

**PURCHASE ORDER**

358864

Page: 1

Release Method: Hard Copy

Release Date: 07/03/2018

Created Date: 07/03/2018

**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: Cathy Russo/HTC-1003

PO Created By: Cernick, Beth

**Purchase Order Comments:**

Requisition Number(s): 667605

Requisitioner Name(s): Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		15	Each	Range Ready Targets (40/Box)	\$48.00	\$720.00
Deliver To: Cathy Russo/HTC-1003						
2		1	Each	Shipping Fee	\$194.06	\$194.06
Deliver To: Cathy Russo/HTC-1003						
Sub Total: \$						914.06
Total: \$						914.06

**Account Code Summary**

Account Code	Account Description	Amount
05-63-65006-5401002		\$304.69
05-63-65007-5401002		\$609.37

**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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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