

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082065  
Vendor Name: A.F.M. & E.P. Fund  
Invoice Number: BO359530  
Invoice Date: 08/02/18  
PO Number: B0359530  
Check Number: 0238292  
Check Amount: \$ 791.40  
Check Date: 08/17/2018  
Department ID: 11601  
Reviewer Name: None  
Voucher Number: V0522347  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: cernicke@cod.edu  
Sent: Thu Aug 02 12:23:17 CDT 2018  
To: invoicing@cod.edu  
CC: mcgowan@cod.edu  
Subject: Check Enclosed Request BPO 359530 - Time Sensitive  
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Hello Invoicing,

Please process the attached Check Enclosed request. Should you have any questions, please contact Ellen McGowan cc'd on this email. Thank you and have a great day!

*Ellen McGowan to pick up check at next paper check run in August.*

*Beth Cernick*  
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2813 | F: (630) 942.4201 | [cernicke@cod.edu](mailto:cernicke@cod.edu)

 College of DuPage

**Bill To:****College of DuPage**

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

**PURCHASE ORDER**

359530

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 08/02/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Ellen McGowan to pick up check at next paper check run in August.

**Vendor:**

1082065  
A.F.M. & E.P. Fund  
C/O Chicago Fed of Musicians  
656 West Randolph, Ste. 2W  
Chicago, IL 60661-2121  
Attn: TOM BERANEK

Phone: 312-782-0063

Fax:

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Paula Cebula MAC186

**AP VERIFIED**

PO Created By: Cecilia B...

Purchase Order Comments:

Check Enclosed

**08/06/18 - MARIA ZERRUDO**

Ellen McGowan to pick up check at next paper check run in August.

Documents attached (Union List, Contract etc.)

Requisition Number(s): 668240

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		30	Each	Pension Contribution, Orchestra Musicians New Phil Beethoven 07/20/18 per att'd	\$26.38	\$791.40

Deliver To: Paula Cebula MAC186

Sub Total: \$ 791.40

Total: \$ 791.40

**Account Code Summary**

Account Code	Account Description	Amount
05-60-11601-5309001		\$791.40

**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

**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

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**

359530

**Page:** 2

**Release Method:** n/a

**Release Date:** n/a

**Created Date:** 08/02/2018

1082065

2347

08/17/2018

0238292

BO359530

V0522347

Orchestra Musician

0560116015309001

791.40

791.40

0238292

*Molly Gunders*  
*08/17/18*

PAY ONLY SEVEN HUNDRED NINETY ONE AND 40/100 DOLLARS

08/17/2018

\$\*\*\*\*\*791.40

A.F.M. & E.P. Fund  
C/O Chicago Fed of Musicians  
656 West Randolph, Ste. 2W  
Chicago IL 60661-2121