

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1263192  
Vendor Name: Menards - Naperville  
Invoice Number: P0359752  
Invoice Date: 08/17/18  
PO Number: P0359752  
Check Number: 0238877  
Check Amount: \$ 194.00  
Check Date: 08/28/2018  
Department ID: 00774  
Reviewer Name:  
Voucher Number: V0523513  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: townej@cod.edu  
Sent: Fri Aug 17 11:13:23 CDT 2018  
To: invoicing@cod.edu  
CC: frison-cookd@cod.edu  
Subject: College of DuPage PO 359752 Check Enclosed Request  
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Hello,



Please see the attached check enclosed request for PO 359752 for Menards.

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](mailto: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**

359752

Page: 1

Release Method: Hard Copy

Release Date: 08/17/2018

Created Date: 08/17/2018

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

1263192  
Menards - Naperville  
715 Fort Hill Dr.  
Naperville, IL 60540

Attn: Katie

Phone: 630-778-6710

Fax: 630-778-6711

**Ship To:**

College of DuPage, Our Pick Up  
COD Will Pick Up  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
COD Will, Pick Up

Phone: (630) 942-2217

Fax:

Deliver To: Dawn Frison-Cook

PO Created By: Towrie, Jordan

Purchase Order Comments

**AP VERIFIED****08/21/18 - BETHANY CRUSE**

Requisition Number(s): 668579

Requisitioner Name(s): Dawn Frison-Cook

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		3	Each	2X12-12' AC2 Cedartone	\$15.00	\$45.00
Deliver To: Dawn Frison-Cook						
2	111-6238	3	Each	4X4-8' #1 AC2 Cedartone Premium GCS .23	\$23.00	\$69.00
Deliver To: Dawn Frison-Cook						
3	111-6169	2	Each	2X4-12' AC2 Cedartone Premium GC .15	\$15.00	\$30.00
Deliver To: Dawn Frison-Cook						
4	229-4759	1	Each	2" Ext. Deck Square 1 Lb. #2 SQ DR	\$25.00	\$25.00
Deliver To: Dawn Frison-Cook						
5	229-4801	1	Each	3" Ext. Deck Square 5 lb. #2 SQ DR	\$25.00	\$25.00
Deliver To: Dawn Frison-Cook						

Sub Total: \$ 194.00

Total: \$ 194.00

**Account Code Summary**

Account Code	Account Description	Amount
01-40-00774-5409001		\$194.00

**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](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

**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**

359752

**Page:** 2**Release Method:** Hard Copy**Release Date:** 08/17/2018**Created Date:** 08/17/2018**\* Confirming Purchase Order \***

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 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.

# Estimate From **MENARDS®**

**Estimate # 70430**  
**Page 1 of 1**

**ESTIMATE FOR:**

College Of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Ph: (630) 942-2526  
PROJECT DESCRIPTION:  
quote

STORE # 3505 NAPE  
715 Fort Hill Drive  
Naperville, IL 60540

PHONE: (630) 778-6710  
FAX: (630) 778-6711

**ESTIMATE BY ESTIMATE DATE**

TAYLOR M. 08/06/18

SKU NUMBER	DESCRIPTION	QTY TO ORDER	ADDITIONAL ITEM INFORMATION
111-6217	2X12-12' AC2 CEDARTONE PREMIUM GC .15	3 EACH	
111-6238	4X4-8' #1 AC2 CEDARTONE PREMIUM GCS .23	3 EACH	
111-6169	2X4-12' AC2 CEDARTONE PREMIUM GC .15	2 EACH	
229-4759	2" EXT DECK SQUARE 1LB #2 SQ DR	1 EACH	
229-4801	3" EXT DECK SQUARE 5LB #2 SQ DR	1 EACH	

This is an estimate. It is given only for general price information. This is not an offer and there can be no legally binding contract between the parties based upon this estimate. The prices stated herein are subject to change depending upon the market conditions. The prices stated on this estimate are not firm for any time period unless specifically written otherwise on this form and are not inclusive of taxes, delivery, packaging or any other charges which may or may not need to be added when ultimately purchasing products from this estimate. The availability of materials is subject to inventory conditions. MENARDS IS NOT RESPONSIBLE FOR ANY LOSS INCURRED BY THE GUEST WHO RELIES ON PRICES SET FORTH HEREIN OR OF THE AVAILABILITY OF ANY OF THE MATERIALS STATED HEREIN. All information on this form, other than price, has been provided by guest and Menards is not responsible for any errors in the information on this estimate, including but not limited to quantity, dimension and quality. Please examine this estimate carefully. MENARDS MAKES NO REPRESENTATIONS, ORAL, WRITTEN OR OTHERWISE THAT THE MATERIALS LISTED ARE SUITABLE FOR ANY PURPOSE BEING CONSIDERED BY THE GUEST. BECAUSE OF WIDE VARIATIONS IN CODES, THERE ARE NO REPRESENTATIONS THAT THE MATERIALS LISTED HEREIN MEET YOUR CODE REQUIREMENTS.

TODAY'S SUB-TOTAL:

193.11

**GUEST COPY**  
**PAGE 1 OF 1**

College of DuPage - Accounts Payable  
Check Request Form  
revised 12/18/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 8/27/2018  
Vendor ID: 1263192

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	359752	01	40	00774	5409001	Other Materials & Supplies Exp	\$ 194.00
Grand Total							\$ 194.00

Check the appropriate box below and sign

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

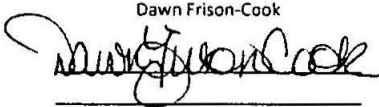
Payee Name: Menards

Other Instructions: Please do not mail. Call Dawn Frison-Cook at x2802 when ready for pick-up.

Payee Address: 715 Fort Hill Drive, Naperville, IL 60540

Description on Check:

Approvals:

Prepared By: Dawn Frison-Cook  
Signature:   
Payment Due: \_\_\_\_\_  
Board Approved Date: \_\_\_\_\_

Approved By: Anni Chambers Date: 8/27/18  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By Division VP: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

Manual Chk.  
Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.  
Vice President/CFO  
Administrative Affairs

## Humphrey, Vera

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**From:** Frison-Cook, Dawn  
**Sent:** Monday, August 27, 2018 8:50 AM  
**To:** Humphrey, Vera  
**Subject:** Check Request - Menards  
**Attachments:** Menards.pdf; Check Request - Menards.xlsx

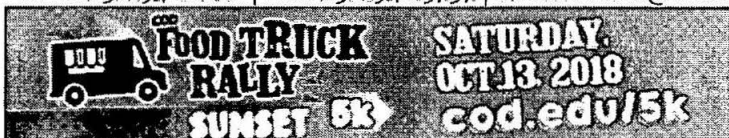
Good Morning Vera,

Per our conversation, please find attached a completed "check request" form. The total requested amount is for \$194.00 for Menards. The items are for the "Roll Up Your Sleeves" activity on September 11.

Please let me know if you have any questions –

Thanks!  
Dawn

Dawn Frison-Cook | Community Relations | Public Relations and Communications  
College of DuPage | 425 Fawell Blvd. | BIC 1D04 | Glen Ellyn, Illinois 60137  
Phone: 630.942.2802 | Fax: 630.942.3737 | frison-cookd@cod.edu



*Manual check*

*X Brian W. Caputo*

Brian W. Caputo, Ph.D., C.P.A.  
Vice President/CFO  
Administrative Affairs

1263192

08/28/2018

0238877

P0359752	V0523513	2X12-12' AC2 Cedartone	0140007745409001	45.00
P0359752	V0523513	4X4-8' #1 AC2 Cedartone	0140007745409001	69.00
P0359752	V0523513	2X4-12' AC2 Cedartone	0140007745409001	30.00
P0359752	V0523513	2" Ext. Deck Square 1 Lb.	0140007745409001	25.00
P0359752	V0523513	3" Ext. Deck Square 5 lb.	0140007745409001	25.00

*David Gibson Cook*

194.00

0238877

PAY ONLY ONE HUNDRED NINETY FOUR AND 00/100 DOLLARS

08/28/2018

\$\*\*\*\*\*194.00

Menards - Naperville  
715 Fort Hill Dr.  
Naperville IL 60540