

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1554954

Vendor Name: JRKDS, LLC

Invoice Number: 291419

Invoice Date: 06/29/18

PO Number: P0359422

Check Number: E0068880

Check Amount: \$ 824.00

Check Date: 08/22/2018

Department ID: 20022

Reviewer Name:

Voucher Number: V0523409

Redaction Type: None

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

Document Below

INVOICE
Home Delivery

Customer Copy

291419 - Page 1 of 1

WWW.Relaxtheback.com

Relax The Back #212
2555 W 75th Street
Suite 117
NAPERVILLE
Illinois
60540
Tel: 630.527.1900
Fax: 630.527.1954

Invoice: 291419
Pad Number:
Invoice Date: 29-Jun-2018
Branch: Naperville #212
Salesperson(s): Michael Norris

Customer Number: 963734
Customer Name: College Of Dupage

Address:
Accounts Payable
425 Fawell Blvd
Glen Ellyn
ILLINOIS
United States of America

Delivery Address:
Chris Wosachio, CMC 1038
425 Fawell
Glen Ellyn
ILLINOIS
United States of America
60137-6708

Accept Part Delivery: Yes
Accept Early Delivery: Yes

3 WAY MATCH

60137-6708
Contact
~~Work: 630-942-4228 Chris~~
Mobile: 630-942-2228 AP
Email: wasachioc@cod.edu

Item	SKU	Description	Quantity	Price	Total
1	8500-05	Office Chairs X X Chair <div>Direct delivery</div> <div>X Chair Model: 3 3 X3 Colors: B Black X3 Headrest: No Headrest Upgrade Cylinder: Tall 5ft 4in - 6ft 6in PO 359422 Chris Wosachio, CMC 1038 Elmir Husetovic</div> <div>Inventory # 668267</div>	1	\$824.00	\$824.00
					<div>Line discounted - originally \$900.00</div>

Subtotal: \$824.00

Tax: \$0.00

Total: \$824.00

REPRINT

No Payments Received for this sales order
Full balance outstanding

Your satisfaction is our primary concern. Most merchandise purchased can be exchanged or refunded within 30 days of receipt of purchase. Returned items must be in "like new" condition. All original packaging material must be included. Refunds will be issued in the same way as purchased except for cash purchases, which will be refunded via check and mailed within 10 days. If the purchase was made via credit card, you must present the credit card used to make the purchase to receive a refund. • Sleep and personal care items that come into contact with the bare skin, are not returnable, once they have been used, for hygiene reasons. • Custom orders of any product are not returnable. Custom orders are products that are built or designed to your specifications and are therefore "one of a kind". Custom orders include features such as contrast piping or stitching, monogramming and/or multiple material combinations and/or alterations to chair dimensions or construction (special foam, wider base and/or seat expansion, modifications to design). • Lift chairs, adjustable bases and foundations are not returnable. • Model closeouts, discontinued items and floor models are not returnable. • Delivery charges are not refundable, unless the product was defective or damaged when received. If the defective or damaged product must be picked up for return, return delivery charges for the pick-up will not apply. • For mattresses, return shipping fees will be deducted from your refund. Visit <https://www.relaxtheback.com/relax-the-back-return-policy> to read the full policy.

Thank you for your order. Please sign to confirm that the details above are in accordance with your instructions.

Customer Signature:

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:

1554954
JRKDS, LLC
dba Relax The Back
1925 N Clybourn
Chicago, IL 60614
Attn: Robyn Sprauer

Phone: 773-348-2225
Fax: 773-348-2411

PURCHASE ORDER

359422

Page: 1

Release Method: Hard Copy

Release Date: 07/30/2018

Created Date: 07/30/2018

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: Wosachlo, CMC 1038**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 668209**Requisitioner Name(s):** Glenda Garcia

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Office Chairs	\$824.00	\$824.00
Deliver To: Wosachlo, CMC 1038						
						Sub Total: \$ 824.00
						Total: \$ 824.00

Account Code Summary

Account Code	Account Description	Amount
02-90-20022-5805001		\$824.00

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 acctpays@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 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.

From: acctpay@cod.edu
Sent: Thu Aug 16 13:39:16 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Relax The Back

Thanks

Bethany Cruse
AP Lead
College of DuPage
Room SRC 2132
425 Fawell Boulevard
Glen Ellyn, IL 60137
630-942-4294
cruseb199@cod.edu

From: Robyn Swerdlow-Sprauer <rtbs50@relaxbackchicago.com>
Sent: Thursday, August 16, 2018 10:58 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: FW: Relax The Back

Hi,

Just checking to see when this will be processed. I think I set up the ACH account, but of course I lost all the information.

Thanks for your help

Sit up Straight!
Robyn Swerdlow-Sprauer
Relax The Back
Chicago/Naperville/Northbrook
<https://www.relaxtheback.com/stores/chicagoland>
773-348-2225 Chicago
630-527-1900 Naperville
847-205-2555 Northbrook
847-858-4592 Cell

From: Robyn Swerdlow-Sprauer <rtbs50@relaxbackchicago.com>
Sent: Tuesday, August 07, 2018 12:10 PM
To: 'invoicing@cod.edu' <invoicing@cod.edu>
Subject: Relax The Back

Thank you!
36-4032833

Sit up Straight!
Robyn Swerdlow-Sprauer
Relax The Back
Chicago/Naperville/Northbrook

<https://www.relaxtheback.com/stores/chicagoland>

773-348-2225 Chicago

630-527-1900 Naperville

847-205-2555 Northbrook

847-858-4592 Cell