

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1513608
Vendor Name: Bullseye Glass Company
Invoice Number: 116168
Invoice Date: 09/28/18
PO Number: P0360495
Check Number: 0241554
Check Amount: \$ 209.86
Check Date: 10/17/2018
Department ID: 00297
Reviewer Name:
Voucher Number: V0529331
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: townej@cod.edu
Sent: Fri Sep 28 11:37:07 CDT 2018
To: invoicing@cod.edu
CC: DanielCombs@BullseyeGlass.com,griderp@cod.edu
Subject: FW: College of DuPage PO 360495

Hello,



Please see the attached invoice.

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

-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)

From: Daniel Combs <DanielCombs@BullseyeGlass.com >
Sent: Friday, September 28, 2018 11:16 AM
To: Towne, Jordan <townej@cod.edu>
Subject: RE: College of DuPage PO 360495

Sounds good Jordan!

Here is that order.

Best,
Daniel

From: Towne, Jordan <townej@cod.edu>
Sent: Friday, September 28, 2018 9:07 AM
To: Daniel Combs <DanielCombs@BullseyeGlass.com >
Cc: Grider, Patrick <griderp@cod.edu>
Subject: RE: College of DuPage PO 360495

Hi Daniel,

Yes, I have requested a check to be sent Bullseye Glass.

Thank you,

Jordan Towne
Purchasing Expeditor



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From: Daniel Combs <DanielCombs@BullseyeGlass.com>
Sent: Thursday, September 27, 2018 5:10 PM
To: Towne, Jordan <townej@cod.edu>
Subject: FW: College of DuPage PO 360495

Hello Jordan,

In order to use the schools credit the order would need to be over \$600 after your discount. This order will require prepayment. Does this work for you?

Best,
Daniel

From: Towne, Jordan <townej@cod.edu>
Sent: Thursday, September 27, 2018 2:47 PM
To: Sales <Sales@bullseyeglass.com>
Cc: Grider, Patrick <griderp@cod.edu>
Subject: College of DuPage PO 360495

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (**Reply ALL**) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2250

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

*Respectfully,
Jordan Towne
Purchasing Expeditor*



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
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PRO FORMA



BULLSEYE

GLASS CO.

Invoice No. Invoice Date : Page
116168 9/28/2018 1 of 1

Sold To:

College Of DuPage
Hans Klemmer Ceramics Dept.
425 Fawell Blvd.
Glen Ellyn, IL 60137

3722 SE 21st Ave, Portland, OR 97202, USA
503.232.8887 | bullseyeglass.com

Ship To:

College Of DuPage
Hans Klemmer Ceramics Dept.
425 Fawell Blvd.
Glen Ellyn, IL 60137

APPROVED

09/28/18 - CHARLES BOONE

Sales Rep Daniel Combs
Order Date 9/28/2018
Purchase Order
Price Level Retail/Volume
Payment Term Net 30
Shipped Via UPS Ground
Freight Terms Prepaid
FOB Point Bullseye Dock

Item Code	Description/Color	Count	UM	Price / UM	Adj	Amount	*
000025-0001-F-OZ05	Tangerine Orange Opal, Frit, fine, 5 oz jar	1	JARS	\$8.80		\$8.80	
001114-0001-F-OZ05	Deep Royal Blue Transparent, Frit, fine, 5 oz	1	JARS	\$8.30		\$8.30	
001116-0001-F-OZ05	Turquoise Blue Transparent, Frit, fine, 5 oz	1	JARS	\$8.30		\$8.30	
001120-0001-F-OZ05	Yellow Transparent, Frit, fine, 5 oz jar	1	JARS	\$8.80		\$8.80	
001145-0001-F-OZ05	Kelly Green, Frit, fine, 5 oz jar	1	JARS	\$8.30		\$8.30	
001311-0001-F-OZ05	Cranberry Pink Transparent, Frit, fine, 5 oz	1	JARS	\$18.20		\$18.20	
001408-0001-F-OZ05	Light Aquamarine Blue Trans, Frit, fine, 5 oz	1	JARS	\$8.30		\$8.30	
001101-0003-F-P005	Clear, Frit, coarse, 5 lb jar	1	JARS	\$61.95		\$61.95	
007089-PAPR-M-EACH	Thin Fire Shelf Paper, Single Sheet	20	EACH	\$4.60		\$92.00	*
Subtotal (monetary values are in US\$):						\$222.95	
Volume Discount :						10.00%	-\$13.10
Freight							\$28.30

* Marked items are not subject to the Volume Discount.

F: Fusible Grade C: Curious Grade S: Strikes to Target
P: Standard Grade B: Fusible - curious M: Miscellaneous

Pro Forma Total \$238.15

INVOICE REVIEWED
OKAY TO PAY
FRANK JACKOWIAK 09/28/18

PrePrinted : 9/28/2018 9:14:49 AM

From: townelj@cod.edu
Sent: Fri Sep 28 11:04:46 CDT 2018
To: invoicing@cod.edu
CC: griderp@cod.edu
Subject: College of DuPage PO 360495 Check Enclosed Request

Hello,



Please see the attached check enclosed request for PO 360495 for Bullseye Glass Company. The vendor requires payment prior to items being shipped.

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 | townelj@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



Check
Enclosed

PURCHASE ORDER

360495

Page: 1

Release Method: Hard Copy

Release Date: 09/27/2018

Created Date: 09/27/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Vendor:

1513608
Bullseye Glass Company
3722 SE 21st Ave.
Portland, OR 97202

Attn: Susan Green

Phone: 503-232-8887

Fax:

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: Grider, Patrick, MAC 164**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 669413**Requisitioner Name(s):** Patrick Grider

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	7089	20	Each	ThinFire shelf paper, single sheets	\$4.60	\$92.00
Deliver To: Grider, Patrick, MAC 164						
2	001116-0001-F-OZ05	1	5oz jar	turquoise frit glass	\$7.47	\$7.47
Deliver To: Grider, Patrick, MAC 164						
3	001145-0001-F-OZ05	1	5oz jar	Kelly green frit glass	\$7.47	\$7.47
Deliver To: Grider, Patrick, MAC 164						
4	001408-0001-F-OZ05	1	5oz jar	Light aquamarine blue frit glass	\$7.47	\$7.47
Deliver To: Grider, Patrick, MAC 164						
5	001114-0001-F-OZ05	1	5oz jar	deep royal blue frit glass	\$7.47	\$7.47
Deliver To: Grider, Patrick, MAC 164						
6	001120-0001-F-OZ05	1	5oz jar	yellow frit glass	\$7.92	\$7.92
Deliver To: Grider, Patrick, MAC 164						
7	001311-0001-F-OZ05	1	5oz jar	cranberry pink frit glass	\$16.38	\$16.38
Deliver To: Grider, Patrick, MAC 164						
8	000025-0001-F-OZ05	1	5oz jar	tangerine orange frit glass	\$7.92	\$7.92
Deliver To: Grider, Patrick, MAC 164						
9	001101-0003-F-P005	1	5lb Jar	clear frit glass	\$55.76	\$55.76
Deliver To: Grider, Patrick, MAC 164						

Sub Total: \$ 209.86**Total: \$ 209.86****Account Code Summary**

Account Code	Account Description	Amount
01-10-00297-5401002		\$209.86

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

Terms and Conditions:**PURCHASE ORDER**

360495

Page: 2**Release Method:** Hard Copy**Release Date:** 09/27/2018**Created Date:** 09/27/2018

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 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.