

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088811
Vendor Name: Quinlan & Fabish Music Company
Invoice Number: P0360659
Invoice Date: 10/08/18
PO Number: P0360659
Check Number: 0241723
Check Amount: \$ 1,590.00
Check Date: 10/17/2018
Department ID: 00423
Reviewer Name:
Voucher Number: V0533806
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: townej@cod.edu
Sent: Mon Oct 08 09:58:23 CDT 2018
To: invoicing@cod.edu
CC: munguiac@cod.edu
Subject: College of DuPage PO 360659 Check Enclosed Request

Hello,

Please see the attached check enclosed request for PO 360659 for Quinlan & Fabish Music Company.

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!

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

360659

Page: 1

Release Method: Hard Copy

Release Date: 10/08/2018

Created Date: 10/08/2018

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

1088811
Quinlan & Fabish Music Company, Inc.
6827 High Grove Blvd.
Burr Ridge, IL 60527

Attn: Jane Turner

Phone: 630-654-4111

Fax: 630-654-4128

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing Manager

Phone: 630-942-2238

Fax: 630-942-2417

Differ To: Munguia, Cassi MAC 219

AP VERIFIED
10/15/18 - BETHANY CRUSE

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 669575

Requisitioner Name(s): Cassi Munguia

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Tuba Rental FY19 payment	\$1,590.00	\$1,590.00
Deliver To: Munguia, Cassi MAC 219						
Sub Total: \$						1,590.00
Total: \$						1,590.00

Account Code Summary

Account Code	Account Description	Amount
01-20-00423-5401002		\$1,590.00

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 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

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PURCHASE ORDER

360659

Page: 2**Release Method:** Hard Copy**Release Date:** 10/08/2018**Created Date:** 10/08/2018*** Confirming Purchase Order ***

payroll records for all workers and sub-contractors utilized for the project.