

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1561551

Vendor Name: WildFlower Media, Inc.

Invoice Number: P0360436

Invoice Date: 09/26/18

PO Number: P0360436

Check Number: 0241782

Check Amount: \$ 71.95

Check Date: 10/17/2018

Department ID: 00077

Reviewer Name:

Voucher Number: V0529912

Redaction Type: None

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

Document Below

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

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



Check  
Enclosed

**PURCHASE ORDER**

360436

Page: 1

Release Method: Hard Copy

Release Date: 09/26/2018

Created Date: 09/26/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1561551  
WildFlower Media, Inc.  
3300 SW Van Buren  
Topeka, KS 66611

Attn: Mary Lou Clark

Phone: 866-396-1185

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: Hull, Amy

**AP VERIFIED**  
**10/04/18 - ROBERT MAREK**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 669392

Requisitioner Name(s): Amy Hull

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Create PO check enclosed for Florists' Review Subscription	\$71.95	\$71.95
Deliver To: Hull, Amy						
Sub Total: \$						71.95
Total: \$						71.95

Account Code Summary		
Account Code	Account Description	Amount
01-10-00077-5401002		\$71.95

**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 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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425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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

**PURCHASE ORDER**

360436

**Page:** 2

**Release Method:** Hard Copy

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**AMY HULL  
COLLEGE OF DUPAGE HORT DEPT  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708**

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Dear Amy Hull,

I'll get right to the point. Your subscription to FLORISTS' REVIEW is about to expire. Your next issue will be your last.

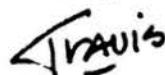
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Publisher

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-----  
From: townej@cod.edu  
Sent: Wed Sep 26 11:09:57 CDT 2018  
To: invoicing@cod.edu  
CC: hullamy@cod.edu  
Subject: RE: College of DuPage PO 360436 Check Enclosed Request  
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Hello,



My apologies. Please see the attached PO with the check enclosed stamp.

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)

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**From:** Towne, Jordan  
**Sent:** Wednesday, September 26, 2018 11:08 AM  
**To:** Invoicing <[invoicing@cod.edu](mailto:invoicing@cod.edu)>  
**Cc:** Hull, Amy <[hullamy@cod.edu](mailto:hullamy@cod.edu)>  
**Subject:** College of DuPage PO 360436 Check Enclosed Request

Hello,



Please see the attached check enclosed request for PO 360436 for WildFlower Media. Please send the attached document along with the check per Amy Hull.

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)

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 College of DuPage

