

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1534348

Vendor Name: William McKinley Studios

Invoice Number: BIDI25041

Invoice Date: 10/03/18

PO Number: P0359830

Check Number: 0241783

Check Amount: \$ 300.38

Check Date: 10/17/2018

Department ID: 00749

Reviewer Name:

Voucher Number: V0529856

Redaction Type: None

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

Document Below

-----  
From: townej@cod.edu  
Sent: Wed Oct 03 11:47:51 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: William McKinley Studios Invoice BIDI25041.pdf  
-----

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](mailto:townej@cod.edu)

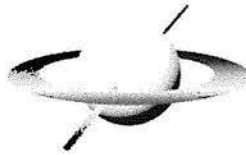
-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)





**College of DuPage**

Benchmark Imaging & Display  
221 Lively Blvd  
Elk Grove Village IL 60007  
Phone: 847-290-0002  
Fax: 847-290-8608  
www.benchmarkimaging.com



## INVOICE

Date	Invoice #	Via
10/03/18	BIDI25041	Email

### BILL TO:

COLLEGE OF DUPAGE  
Jeff Elijah  
Berg Instructional Center  
Room 1645 R  
GLEN ELLYN, IL 60137-6599

630-942-2300

### JOB SHIPPED TO:

COLLEGE OF DUPAGE  
Purchasing Dept. - Beth Cernick  
Berg Instructional Center  
Room 1645 R  
GLEN ELLYN, IL 60137-6599

630-942-2238

From Quote	Job Number	Terms	Rep	P.O. Number
	BIDO25041	Due Upon Receipt	Matt	359830

COLLEGE OF DUPAGE - Purchasing Department Retractable Banner

CoD Purchasing Department Retractable Banner

Qty	Description	Unit Price	Ext. Price
<b>Purchasing Department - Beth Cernick</b>			
1	36" EBanner Retractable Display 35.75 x 90 - v.o. 35.75 x 83.25 + 6.75 bleed (6.25 bottom leader, .5 at top) UV inkjet banner installed in NEW displays w/ soft carry bag and box	\$289.00	\$289.00
Estimated amount does not include shipping charges.			
SubTotal			\$289.00
Sales Tax			\$0.00
Shipping			\$11.38
<b>Total</b>			<b>\$300.38</b>

**AP VERIFIED**  
**10/03/18 - MARIA ZERRUDO**

*James Boyce*  
10/3/16  
PO 359830

**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:**

1534348  
William McKinley Studios  
221 Lively Blvd  
Elk Grove Village, IL 60007

Attn: Matt Rodgers

Phone: 847-290-0002  
Fax:

**PURCHASE ORDER**

359830

**Page:** 1

**Release Method:** Hard Copy

**Release Date:** 08/22/2018

**Created Date:** 08/22/2018

**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:** Cernick, Beth

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 668574

**Requisitioner Name(s):** Beth Cernick

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Purchasing Banner Retractable Display	\$289.00	\$289.00
<b>Deliver To:</b> Cernick, Beth						
2		1	Each	Shipping	\$50.00	\$50.00
<b>Deliver To:</b> Cernick, Beth						
<b>Sub Total: \$</b>						<b>339.00</b>
<b>Total: \$</b>						<b>339.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-80-00749-5401001		\$339.00

**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 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

**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  
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.

**PURCHASE ORDER**

359830

**Page:** 2**Release Method:** Hard Copy**Release Date:** 08/22/2018**Created Date:** 08/22/2018