

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1564070

Vendor Name: Daniel Sullivan

Invoice Number: 1451

Invoice Date: 10/11/18

PO Number: P0360878

Check Number: 0241850

Check Amount: \$ 2,500.00

Check Date: 10/22/2018

Department ID: 12301

Reviewer Name:

Voucher Number: V0535325

Redaction Type: None

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

Document Below

Navillus Woodworks  
2100 N Major  
Chicago, IL 60639  
dan@navilluswoodworks.com  
http://navilluswoodworks.com

PO# 360878  
OK TO close PO.  
en



## INVOICE

### BILL TO

Justin Witte  
Cleve Carney Gallery  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

**AP VERIFIED**

INVOICE # 1451  
DATE 10/11/2018

**10/22/18 - ROBERT MAREK**

### ACTIVITY

### AMOUNT

Fabricate Museum Tables (2)  
-8' x 4' x 40"  
-plywood construction, white latex enamel finish  
To be delivered on/by 10/22/18

2,500.00

Price includes shop drawing for approval  
Balance due on delivery  
Price does not include cost of delivery

BALANCE DUE

**\$2,500.00**

INVOICE MUST BE PAID PRIOR TO DELIVERY.  
G19 - PORTFOLIO

01-30-12301-5401006  
62 Gallery Installation  
G19 - PORTFOLIO

Ellen M. Gordon  
10/19/18

*Need Monday @ Noon*

MEMO TO: Brian W. Caputo  
FROM: Ellen McGowan  
Business Manager, Arts Center  
DATE: October 19, 2018  
SUBJECT: Request for Manual Check 1

Brian,

Please approve this manual check request for payment to:

Daniel Sullivan dba Navillus Woodworks (Gallery Installation) 2,500.00

This payment must be presented to Navillus on Monday, 10/22/18 at noon. We cannot wait until the next check run on November 16.

Thank you for your help and understanding.

Ellen McGowan

Attachments

**Please hold check for pickup by  
Ellen McGowan (x3009).**

**Need by:**

*Noon 10/22/18* Thank you!

*Manual check OK.*

*JBC*

*10/19/18*

**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

**PURCHASE ORDER**

360878

Page: 1

Release Method: Hard Copy

Release Date: 10/19/2018

Created Date: 10/19/2018

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

1564070  
Daniel Sullivan  
dba Navillus Woodworks  
2100 N Major Ave  
Chicago, IL 60639  
Attn: Dan Sullivan

Phone: 312-375-2680  
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: Justin Witte MAC201

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 669826

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	EX Fabricate Museum Tables per attached invoice	\$2,500.00	\$2,500.00

Deliver To: Justin Witte MAC201

Sub Total: \$ 2,500.00

Total: \$ 2,500.00

**Account Code Summary**

Account Code	Account Description	Amount
01-30-12301-5401006		\$2,500.00

**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 Act of 1974.

**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

**PURCHASE ORDER**

360878

**Page:** 2**Release Method:** Hard Copy**Release Date:** 10/19/2018**Created Date:** 10/19/2018**\* Confirming Purchase Order \***

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.

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From: marekr@cod.edu  
Sent: Mon Oct 22 06:51:29 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: Scanned from a Xerox Multifunction Device  
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Bobby Marek Accounts Payable Team Leader Cash Disbursements/Payroll Department College of DuPage  
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599 phone 630-942-2229 l marekr@cod.edu  
-----Original Message----- From: marekr@cod.edu Sent: Monday, October 22, 2018 6:49 AM To: Marek, Robert Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page  
Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]