

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1565381
Vendor Name: A Toda Madre LLC
Invoice Number: B0361248
Invoice Date: 11/08/18
PO Number: B0361248
Check Number: 0244287
Check Amount: \$ 3,060.00
Check Date: 11/09/2018
Department ID:
Reviewer Name:
Voucher Number: V0541941
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

1565381

11/09/2018

0244287

B0361248

V0541941

REFRESHMENTS FOR FRIDA

0560119995509001

3,060.00

Ella M. Gordon
11/9/18

3,060.00

0244287

PAY ONLY THREE THOUSAND SIXTY AND 00/100 DOLLARS

11/09/2018

\$*****3,060.00

A Toda Madre LLC
499 N Main St
Glen Ellyn IL 60137
UNITED STATES OF AMERICA

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:

1565381
A Toda Madre LLC
499 N Main St
Glen Ellyn, IL 60137

Attn: Gustavo Duenas

Phone: 312-721-7228

Fax:



**Check
Enclosed**

PURCHASE ORDER

361248

Page: 1

Release Method: Hard Copy

Release Date: 11/08/2018

Created Date: 11/08/2018

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

AP VERIFIED

11/09/18 - BETHANY CRUSE

Phone: 630-942-2228

Fax:

Deliver To: Roland Raffel MAC201

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 670246

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Refreshments for Frida Kahlo Press Release Event	\$3,060.00	\$3,060.00
Deliver To: Roland Raffel MAC201						
Sub Total: \$						3,060.00
Total: \$						3,060.00

Account Code Summary

Account Code	Account Description	Amount
05-60-11999-5509001		\$3,060.00

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

Bill To:**College of DuPage**

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

PURCHASE ORDER

361248

Page: 2

Release Method: Hard Copy

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Ellen – below is the final estimate/invoice based on 300 people. Please let me know if you need anything else.

Thank you - Roland

From: Gustavo Duenas [mailto:gustavo@bientruchagroup.com]

Sent: Tuesday, November 6, 2018 4:30 PM

To: Raffel, Roland H <raffel@cod.edu>

Subject: Re: FW: Utencils for event

Hi Roland,

Thanks for letting me know.

Below is the quote considering 300 people

Per Person:

1/2 serving of Guacamole,

1/2 serving of Ceviche

1/2 serving of Esquite

1/2 serving of Pico de Gallo

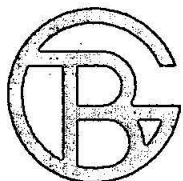
2 Flautas

Customer Information		Kitchen	At Toda Madre
Name	Roland/Raffel	Pick Up ?	
Company		Time	
Date of event	11/10/2018	Location	
Event Type	Frida Kahlo Announcement	Delivery ?	YES
Phone	630-661-0146	Delivery Time	11:00:00 AM
Email	raffel@cod.edu	Delivery fee \$25 within 10 miles	
Number of People	300	Street	
		City	
Tacos per person	2.0	zip	
		Order Set Up	
		Setup is 30 min before the event starts	
	\$ 10.20		

	Item	Size	Unit Price	Qty	Total
PARA EMPEZAR SIDES TACOS SALSA	Guacamole	lqt	\$ 35.00	15	\$525.00
	Ceviche	lqt	\$ 45.00	15	\$675.00
	Esquites	(1/2 pan)	\$ 45.00	15	\$675.00
	Flautitas (Hard Shell)	25 pcs	\$ 75.00	24	\$1,800.00
	Pico De Gallo	1/2qt	\$ 5.00	30	\$150.00
	Subtotal				\$3,825.00
	Tax				
	TOTAL				\$3,825.00

20% OFF	\$ 765.00
Total	\$ 3,060.00

If you need a formal invoice, I will see what I can do to get one for you.



Gustavo Duenas

Director of Business Development

Bien Trucha Group

o: 312.721.7228

w: [bientruchagroup.com](mailto:gustavo@bientruchagroup.com)

Ellen M. Duenas
11/7/18

URGENT

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: November 8, 2018
SUBJECT: Request for Manual Checks 4

Brian,

Please approve these manual check requests for payment to:

A Toda Madre (Frida Kahlo Press Event 11/10/18)	3,060.00
Ascencio Restaurants (Frida Kahlo Press Event 11/10/18)	1,796.40
Broadway in Chicago (Deposit, MAC Fundraiser 04/11/19)	1,737.50
Quik Impressions (Postage, 2018 Holiday Brochure)	3,254.19

These vendors need payment by then end of the week. We cannot wait until the next check run on November 16.

Thank you for your help and understanding.

Ellen McGowan

X Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

Attachments

Need
FRIDAY
by day's
end.