

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1564884  
Vendor Name: Ascencio Restaurants Inc.  
Invoice Number: P0361249  
Invoice Date: 11/08/18  
PO Number: P0361249  
Check Number: 0244288  
Check Amount: \$ 1,796.40  
Check Date: 11/09/2018  
Department ID:  
Reviewer Name:  
Voucher Number: V0541945  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

1564884

11/09/2018

0244288

P0361249

V0541945

Catered Luncheon from

0560119995509001

1,796.40

*Ellen M. Sloan*

*11/9/18*

1,796.40

0244288

PAY ONLY ONE THOUSAND SEVEN HUNDRED NINETY SIX AND 40/100 DOLLARS

11/09/2018

\$\*\*\*\*\*1,796.40

Ascencio Restaurants Inc.  
4734 Main  
Lisle IL 60532

**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:**

1564884

Ascencio Restaurants Inc.

4734 Main

Lisle, IL 60532

Attn: Terry Moya CPA

Phone: 630-852-8040

Fax:

**Check  
Enclosed****PURCHASE ORDER**

361249

Page: 1

Release Method: Hard Copy

Release Date: 11/08/2018

Created Date: 11/08/2018

**Ship To:**

College of DuPage Shipping &amp; Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

Purchasing Manager  
Phone: 630-942-2223

Fax: 630-942-2417

**Deliver To:** Tom Murray MAC201**AP VERIFIED**  
**11/09/18 - BETHANY CRUSE****PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 670256**Requisitioner Name(s):** Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Catered Luncheon from Yerbabueba for Frida Kahlo Press Event 11/10/18	\$1,796.40	\$1,796.40

**Deliver To:** Tom Murray MAC201**Sub Total: \$** 1,796.40**Total: \$** 1,796.40**Account Code Summary**

Account Code	Account Description	Amount
05-60-11999-5509001		\$1,796.40

**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

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College of DuPage Accounts Payable

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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**

361249

**Page:** 2**Release Method:** Hard Copy**Release Date:** 11/08/2018**Created Date:** 11/08/2018

# YERBA Buena/Ascencio RESTAURANTS

**Murray, Thomas**

**From:** miguel ascencio <miguelyerbabuena@hotmail.com>  
**Sent:** Thursday, October 25, 2018 6:22 PM  
**To:** Murray, Thomas  
**Subject:** Re: Catering November 10 2018

Here is our price for trio  
Trío Skirt Steak Salmón Shrimp  
Mashed potato and cheese  
Orange mango chipotle  
Garlic Butter  
One meal

Don't included drink

Price per person \$24.95

~~Tax 7.25 %~~

Gratuuity 20 %

Served on China plated

Silverware

Deliver and served

\$1904.00

Thank you Tom

24.95  
x 1.20  
-----  
29.94

x 60 people

\$ 1796.40

Sent from my iPhone

On Oct 23, 2018, at 3:16 PM, Murray, Thomas <murrayt166@cod.edu> wrote:

Awesome,

Thank you Miguel for getting this together.

I'm going to present this to my director today or tomorrow.

Given a 72 hour notice, Are you able to handle 600 people for the lobby event.

Going a step further,

Would you consider a discount for a sponsorship for the event?

That would include:

-Signage at the event

Elen M. Moran

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.