

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082191

Vendor Name: All Occasions Balloons

Invoice Number: 16233

Invoice Date: 10/23/18

PO Number: P0360851

Check Number: 0244404

Check Amount: \$ 911.00

Check Date: 11/14/2018

Department ID: 00797

Reviewer Name:

Voucher Number: V0540299

Redaction Type: None

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

Document Below

From: duffeym@cod.edu
Sent: Tue Oct 23 16:08:54 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Signed All Occasions Invoice 2018

Good afternoon,

Attached please find an invoice and PO care of All Occasions for balloons for the 2018 Benefits Fest.

Please let me know if you have any questions or if you need any other information from me.

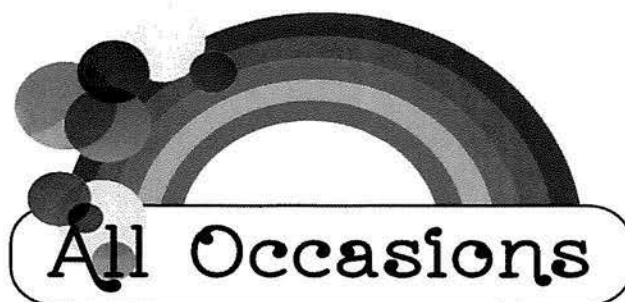
Thank you,

Mary Jo Duffey

Human Resources
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
duffeym@cod.edu
Phone: 630-942-2051

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

All Occasions Balloons / American Balloon Co
 236 N Gables Blvd
 Wheaton, IL 60187
 630-690-1144
 Jane@UpWithBalloons.com



Event Date
 10/23/18

| |
|--|
| Event Information |
| SRC Room #2000 |
| Delivery on Tuesday, October 23rd between 8:30-9:00am |

Invoice

Due Date
 11/07/18

| | |
|--|----------------------|
| Invoice Date 10/23/18 | Invoice No. 16233 |
| Bill To | |
| College Of Dupage 425 Fawell Blvd Glen Ellyn, IL 60137 | |

| Quantity | Item | Description | Price Each | Amount |
|----------|----------|---|------------|--------|
| 1 | CP5L | A group of Five 11" latex Pearl Green, Pearl Lime Green, and Pearl White balloons attached to a weight. | 11.00 | 11.00T |
| 8 | FS5L | A group of Five 11" latex Pearl Green, Pearl Lime Green, and Pearl White balloons attached to a weight. | 11.00 | 88.00T |
| 1 | TREES 7' | Thirteen 11" latex balloons arranged in a formal pattern, giving you a bouquet height of approximately 7 feet. Your colors are: Pearl Green, Pearl Lime Green, and Pearl White | 24.00 | 24.00T |
| 1 | Deliver | DELIVERY | 20.00 | 20.00 |

AP-VERIFIED
 10/24/18 - MARIA ZERRUDO

Approved to pay: *E. Schuller* 10/19/18

Beth O'Brien *Beth O'Brien* Date 10/19/18

Lisa Schuller *Lisa Schuller* Date 10/19/18

Mia Igyarto *Mia Igyarto* Date 10/19/18

PO # 360851 Req. # 669828 Vendor# 1082191
 Account Code: 01-80-00797-5509001

| | | | |
|------------------------------|--|------------------|----------|
| Thank you for your business. | | Subtotal | \$143.00 |
| | | Sales Tax (0.00) | \$0.00 |
| | | Total | \$143.00 |
| | | Payments/Credits | \$0.00 |
| | | Balance Due | \$143.00 |

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:

1082191
All Occasions Balloons
236 N. Gables Blvd
Wheaton, IL 60187-1000

Attn: Jane Prochnow

Phone: 630-690-1144
Fax: 630-690-1268

PURCHASE ORDER

360851

Page: 1

Release Method: Hard Copy

Release Date: 10/18/2018

Created Date: 10/18/2018

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: Duffey, Mary Jo

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 669828

Requisitioner Name(s): Mary Jo Duffey

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|-----------------------------|-------------|-----|------|---|------------|-------------|
| 1 | | 1 | Each | Balloon Arrangements for 2018 Benefits Fest | \$123.00 | \$123.00 |
| Deliver To: Duffey, Mary Jo | | | | | | |
| 2 | | 1 | Each | Delivery Charge | \$20.00 | \$20.00 |
| Deliver To: Duffey, Mary Jo | | | | | | |
| Sub Total: \$ | | | | | | 143.00 |
| Total: \$ | | | | | | 143.00 |

Account Code Summary

| Account Code | Account Description | Amount |
|---------------------|---------------------|----------|
| 01-80-00797-5509001 | | \$143.00 |

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

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

360851

Page: 2

Release Method: Hard Copy

Release Date: 10/18/2018

Created Date: 10/18/2018

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082191
Vendor Name: All Occasions Balloons
Invoice Number: 16106
Invoice Date: 10/13/18
PO Number: P0360540
Check Number: 0244404
Check Amount: \$ 911.00
Check Date: 11/14/2018
Department ID: 00774
Reviewer Name:
Voucher Number: V0540300
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: frison-cookd@cod.edu
Sent: Tue Oct 23 15:17:25 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Invoice - All Occasions Balloons

Good Afternoon, Please find attached an invoice for processing and payment. Please let me know if there are any questions. Thanks! Dawn

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

All Occasions Balloons / American Balloon Co
 236 N Gables Blvd
 Wheaton, IL 60187
 630-690-1144
 Jane@UpWithBalloons.com



Event Date
 10/13/18

Event Information
 Annual Food Truck Rally
 on Saturday, October 13th
 at 10AM and 1PM
 Delivery to the Field Track
 Dawn Frison-Cook 630-942-2802

Invoice

Due Date
 10/28/18

| | |
|--|-------------|
| Invoice Date | Invoice No. |
| 10/13/18 | 16106 |
| Bill To | |
| College Of Dupage 425 Fawell Blvd Glen Ellyn, IL 60137 | |

| Quantity | Item | Description | Price Each | Amount |
|----------|---------|---|------------|---------|
| 300 | Loose | Loose Pearl Lime Green, Pearl Orange, and Pearl White Balloons attached to a Six Foot Ribbon to be tied into groups of 25 for easy dispensing | 1.50 | 450.00T |
| 2 | Columns | A straight vertical Column of balloons arranged in a spiral pattern and topped off with a 36" Lime Green balloon for an overall finished height of approximately 16 feet. Your Columns are Pearl Lime Green, Pearl Orange, and Pearl White. | 119.00 | 238.00T |
| 1 | Deliver | Loose Balloon at 10am DELIVERY | 40.00 | 40.00 |
| 1 | Deliver | Columns around 1pm DELIVERY, SET UP, and REMOVAL after event | 40.00 | 40.00 |

AP VERIFIED
10/24/18 - MARIA ZERRUDO

Okay to Pay PD# 360540
 x Ami Chambers

Please remit to above address.

| | |
|------------------|----------|
| Subtotal | \$768.00 |
| Sales Tax (0.00) | \$0.00 |
| Total | \$768.00 |
| Payments/Credits | \$0.00 |
| Balance Due | \$768.00 |