

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1295403

Vendor Name: Choose Dupage

Invoice Number: COD1118

Invoice Date: 11/01/18

PO Number: B0361142

Check Number: 0244459

Check Amount: \$ 3,500.00

Check Date: 11/14/2018

Department ID: 00781

Reviewer Name:

Voucher Number: V0541183

Redaction Type: None

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

Document Below

From: castellanoss1510@cod.edu
Sent: Fri Nov 02 14:22:46 CDT 2018
To: invoicing@cod.edu
CC: fryetr@cod.edu
Subject: CHECK ENCLOSED REQUEST BO361142

Hello Accounts Payable,

Please see attached check enclosed request.

Thanks,

Susan

Susan Castellanos
Purchasing Buyer



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942-2216 castellanoss1510@cod.edu

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137



Check
Enclosed

PURCHASE ORDER

361142

Page: 1

Release Method: Hard Copy

Release Date: 11/02/2018

Created Date: 11/02/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Vendor:

1295403
Choose DuPage
2525 Cabot Drive Ste. 303
Lisle, IL 60532

Attn: Buncio, Megan

Phone: (630)955-2095

Fax: (630)955-2081

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Tracey Frye SRC 2135**PO Created By:** Castellanos, Susan**Purchase Order Comments:**

Check enclosed - please send payment, invoice #COD1118 and PO to vendor.

Requisition Number(s): 670138**Requisitioner Name(s):** Tracey Frye

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|---|-------------|-----|------|---|------------|-------------------------------|
| 1 | | 1 | Each | Choose DuPage Dues/Contribution 2018 | \$3,500.00 | \$3,500.00 |
| Deliver To: Tracey Frye SRC 2135 | | | | | | |
| | | | | | | Sub Total: \$ 3,500.00 |
| | | | | | | Total: \$ 3,500.00 |

| Account Code Summary | | |
|----------------------|---------------------|------------|
| Account Code | Account Description | Amount |
| 01-80-00781-5406002 | | \$3,500.00 |

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. 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**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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

PURCHASE ORDER

361142

Page: 2

Release Method: Hard Copy

Release Date: 11/02/2018

Created Date: 11/02/2018




INVOICE

2525 Cabot Drive, Suite 303
Lisle, IL 60532
Phone 630.955.2090

TO:
c/o Dr. Ann Rondeau
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

INVOICE # COD1118
DATE: NOVEMBER 1, 2018
TERMS – NET 30 DAYS

| DESCRIPTION | AMOUNT |
|---|-------------------------|
| Choose DuPage Investor Contribution – 2018 November 2018 through October 2019 | \$3,500.00 |
| <div>AP VERIFIED 11/05/18 - MARIA ZERRUDO</div> | |
| OK to Pay  11/1/18 | |
| <small>*Choose DuPage is a Section 501(c)(6) tax exempt organization. Contributions to the organization are not deductible as charitable contributions. Please consult with your tax advisor as their deductibility as ordinary and necessary business expenses</small> | |
| | TOTAL \$3,500.00 |

Make all checks payable to **Choose DuPage**

If you have any questions concerning this invoice, contact Megan Buncio
At 630.955.2090 or mbuncio@choosedupage.com



November 1, 2018

Dr. Ann Rondeau
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Dear Dr. Rondeau,

As Co-Chairs of the Board of Directors of Choose DuPage, we would like to take this opportunity to thank you for your annual contribution to Choose DuPage. It is because of your commitment that allows Choose DuPage to continue to promote DuPage County as a premiere global business location. Your efforts and confidence in our public-private partnership for economic development are, in large part, the reason we enjoy robust business activity in our region.

We have several exciting initiatives planned through 2018 and beyond. Please visit our website, www.choosedupage.com to learn more about our activities and how DuPage is performing from an economic development perspective.

Once again, thank you for your generosity and support.

Sincerely,

Dan Cronin
Choose DuPage Public Sector Co-Chair
DuPage County Board Chairman
Small Business Owner

Ahmed A. Elganzouri, JD/MBA
Choose DuPage Private Sector Co-Chair
Deputy General Counsel, Edward-Elmhurst Health