

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084432

Vendor Name: Enterprise Rent-A-Car - Glen E

Invoice Number: 18523772

Invoice Date: 09/10/18

PO Number: P0361258

Check Number: 0244496

Check Amount: \$ 582.38

Check Date: 11/14/2018

Department ID: 12040

Reviewer Name:

Voucher Number: V0528825

Redaction Type: None

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

Document Below

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From: smithb244@cod.edu  
Sent: Mon Nov 12 15:40:10 CST 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: Enterprise Rent-A-Car  
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Attached is invoice 18523772 for Enterprise Rent-A-Car. The purchase number is 361258. Beverly Smith Administrative Assistant Athletics and Recreational Programs College of DuPage Email: smithb244@cod.edu (630)942-4242 -----Original Message----- From: smithb244@cod.edu Sent: Monday, November 12, 2018 3:37 PM To: Smith, Beverly 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: Device Name: Printer-095

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

EAN SERVICES, LLC PO BOX 402383 ATLANTA, GA 30384-2383  For Billing Inquiries 8775306141 ARADMIN@EHI.COM  Fed Tax Id : 430724835		ENTERPRISE HOLDINGS.  <div style="text-align: center;"> </div> <div style="text-align: center; font-size: 1.2em;">PO 361258</div>		{COLLEGE OF DUPAGE-DIRECT BILL Rental Summary  Consolidated Inv. #: 18523772 Consolidated Inv. Date: 10-Sep-2018		
RA #	Ext Bill Ref # 1	Pickup Date		Charges	Total Charges	Amount in USD
Renter Name	Ext Bill Ref # 2	Pickup Location				
CARD/OTTO	Ext Bill Ref # 3	Return Date				
	Ext Bill Ref # 4	Return Location				
	Ext Bill Ref # 5	Car Class				
Enterprise Rent-A-Car						
Contract ID / Account Number 15A9831 {COLLEGE OF DUPAGE-DIRECT BILL						
Billing Number 15101727 {COLLEGE OF DUPAGE-DIRECT BILL						
3FG0YK CONNELL, JOHN		09/07/2018 12:30 GLEN ELLYN, IL 09/09/2018 13:30 GLEN ELLYN, IL FVAR		1 HOUR @ 32.01 2 DAY @ 97.00 PAI/PEC ROADSIDE ASSISTANCE TOLL PASS WAIVER Tax, Surcharge and Fee Total	USD 291.19	291.19
3FG21V FROEHLE, BARRY		09/07/2018 12:12 GLEN ELLYN, IL 09/09/2018 13:30 GLEN ELLYN, IL FVAR		2 DAY @ 97.00 1 HOUR @ 32.01 PAI/PEC ROADSIDE ASSISTANCE TOLL PASS WAIVER Tax, Surcharge and Fee Total	USD 291.19	291.19
15A9831 {COLLEGE OF DUPAGE-DIRECT BILL - Billing Number 15101727					Grand Total in USD	582.38
Enterprise Rent A Car Grand Total For Account Number {COLLEGE OF DUPAGE-DIRECT BILL in USD						582.38



**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:**

1084432  
Enterprise Rent-A-Car - Glen Ellyn  
Attn: Accounts Receivable  
395 Roosevelt Rd  
Glen Ellyn, IL 60137-9933  
Attn: STEVE DATTILO 790-0700

Phone: 630-790-4004  
Fax:

**PURCHASE ORDER**

361258

Page: 1

Release Method: Hard Copy

Release Date: 11/09/2018

Created Date: 11/09/2018

**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: Smith, Beverly

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 670009

Requisitioner Name(s): Beverly Smith

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	15 passenger van for Softball	\$291.19	\$291.19
Deliver To: Smith, Beverly						
2		1	Each	15 passenger van for Softball	\$291.19	\$291.19
Deliver To: Smith, Beverly						
Sub Total: \$						582.38
Total: \$						582.38

**Account Code Summary**

Account Code	Account Description	Amount
01-30-12040-5502003		\$582.38

**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.