

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086528

Vendor Name: IMG Artists, LLC

Invoice Number: B0361004

Invoice Date: 10/26/18

PO Number: B0361004

Check Number: 0244550

Check Amount: \$ 3,750.00

Check Date: 11/14/2018

Department ID: 11601

Reviewer Name:

Voucher Number: V0540470

Redaction Type: None

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

Document Below

From: castellanoss1510@cod.edu
Sent: Fri Oct 26 10:19:16 CDT 2018
To: invoicing@cod.edu
CC: mcgowan@cod.edu
Subject: BO361004 CHECK ENCLOSED REQUEST

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

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1086528
IMG Artists, LLC
152 West 57th Street, 5th Floor
New York, NY 10019

Attn: Customer Service

Phone: 123-123-1234

Fax:



Check
Enclosed

PURCHASE ORDER

361004

Page: 1

Release Method: Hard Copy

Release Date: 10/26/2018

Created Date: 10/26/2018

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: McGowan, Ellen

AP VERIFIED
10/26/18 - BETHANY CRUSE

PO Created By: Castellanos, Susan

Purchase Order Comments:

Check Enclosed

Ellen McGowan to pick up check on 11/19/18.

Contract, COI, and Endorsement Page attached.

Requisition Number(s): 669369

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	12/01/18 Canadian Brass Artist Fee per att'd contract	\$3,750.00	\$3,750.00

Deliver To: McGowan, Ellen

Sub Total: \$ 3,750.00

Total: \$ 3,750.00

Account Code Summary

Account Code	Account Description	Amount
05-60-11601-5309001		\$3,750.00

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

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

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

PURCHASE ORDER

361004

Page: 2

Release Method: Hard Copy

Release Date: 10/26/2018

Created Date: 10/26/2018

1086528

11/14/2018

0244550

B0361004

V0540470

CANADIAN BRASS ARTIST

0560116015309001

3,750.00



Evan McManis
11/16/18

3,750.00

0244550

PAY ONLY THREE THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS

11/14/2018

\$*****3,750.00

IMG Artists, LLC
152 West 57th Street, 5th Floor
New York NY 10019