

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1508103  
Vendor Name: Ridout Plastics Co, Inc.  
Invoice Number: P0360966  
Invoice Date: 10/25/18  
PO Number: P0360966  
Check Number: 0244665  
Check Amount: \$ 278.70  
Check Date: 11/14/2018  
Department ID: 00241  
Reviewer Name:  
Voucher Number: V0541009  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

**Bill To:****College of DuPage**

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



Check  
Enclosed

**PURCHASE ORDER**

360966

Page: 1

Release Method: Hard Copy

Release Date: 10/25/2018

Created Date: 10/25/2018

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1508103  
Ridout Plastics Co., Inc.  
5535 Ruffin Rd  
San Diego, CA 92123

Attn: Customer Service

Phone: 858-560-1551

Fax: 858-560-1044

**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:** Carrington, Robert R.

**AP VERIFIED**  
**11/06/18 - ROBERT MAREK**

**PO Created By:** Castellanos, Susan**Purchase Order Comments:**

PER QUOTE EST114068

**Requisition Number(s):** 669925**Requisitioner Name(s):** Robert Carrington

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	ACREXT2.000X1.750	10	Each	ACREXT2.000X1.750 tube	\$24.27	\$242.70
<b>Deliver To:</b> Carrington, Robert R.						
2		1	Each	SHIPPING and handling	\$36.00	\$36.00
<b>Deliver To:</b> Carrington, Robert R.						
<b>Sub Total: \$</b>						<b>278.70</b>
<b>Total: \$</b>						<b>278.70</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00241-5401002		\$278.70

**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.

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Glen Ellyn, IL 60137

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

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**

360966

**Page:** 2**Release Method:** Hard Copy**Release Date:** 10/25/2018**Created Date:** 10/25/2018

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From: castellanoss1510@cod.edu  
Sent: Fri Oct 26 15:51:22 CDT 2018  
To: invoicing@cod.edu  
CC: carring@cod.edu  
Subject: PO360966 CHECK ENCLOSED REQUEST  
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Hello Accounts Payable,


After the PO was emailed to the vendor, we were informed that they don't accept PO's. The PO will need to be received by Warehouse and please send the PO with the check to the vendor as requested. Let me know if you have any questions or concerns.

Thank you,

Susan

Susan Castellanos  
Purchasing Buyer  
Ext: 2216

 *Click Here for current bids/Rfps!*

 *COD: Check out our Team Site!*

