

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1083341  
Vendor Name: Crain's Chicago Business  
Invoice Number: PO361179  
Invoice Date: 11/09/18  
PO Number: P0361179  
Check Number: 0244950  
Check Amount: \$ 139.00  
Check Date: 11/29/2018  
Department ID: 13290  
Reviewer Name:  
Voucher Number: V0542057  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: townej@cod.edu  
Sent: Wed Nov 07 12:58:54 CST 2018  
To: invoicing@cod.edu  
CC: carbon@cod.edu  
Subject: College of DuPage PO 361179 Check Enclosed Request  
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Hello,

Please see the attached check enclosed request for PO 361179 for Crain's Chicago Business. Please mail the check to the address below.



Crain's Chicago Business  
P.O. Box 433282  
Palm Coast FL 32143-3282

Thank you,

*Jordan Towne*  
*Purchasing Expeditor*



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

-  [Click Here for current bids/Rfps!](#)
-  [COD: Check out our Team Site!](#)

**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:**

1083341  
Crain's Chicago Business  
PO Box 3184  
Northbrook, IL 60062-0184

Attn: Service Customer

Phone: (123) 123-1234  
Fax:



Check  
Enclosed

**PURCHASE ORDER**

361179

Page: 1

Release Method: Hard Copy

Release Date: 11/07/2018

Created Date: 11/07/2018

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2243

Deliver To: Carbon-Sheldon, Sandra

**AP VERIFIED**

**11/09/18 - MARIA ZERRUDO**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 670212

Requisitioner Name(s): Sandra Carbon-Sheldon

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	CRAIN'S Chicago Business	\$139.00	\$139.00

Deliver To: Carbon-Sheldon, Sandra

Sub Total: \$ 139.00

Total: \$ 139.00

**Account Code Summary**

Account Code	Account Description	Amount
01-90-13290-5406001		\$139.00

**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](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.
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.

**Yes!** Extend my subscription to Crain's:

- ☐ 1 year Print & Online for \$139.00  
Save 38%!  
Reply by 11/6/18

R50E2 J 002167 1/7/1

000039287646 R9124812 JAN 19  
SANDRA C SHELTON  
CONF EVNTS  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137-6708



- ☐ Check enclosed  
☐ Charge my credit card:  
☐ Visa ☐ MC ☐ Amex ☐ Discover

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

- ☐ Check box if info below is correct;  
add or make changes if necessary:

Job Title: CONF EVNTS  
Nature of Business: EDUCATORS/STUDENTS/LIBRARIES  
Email Address (to receive emails from Crain's):  
carbon@cod.edu

Renew Online: [ChicagoBusiness.com/RenewNow](http://ChicagoBusiness.com/RenewNow)

Account Number: 000039287646  
Promotion Code: R9124812

Call 877-812-1590 to renew by phone

*Please disregard this notice if you have already renewed.*

**COMBO**

503150000392876464 R91248129

▲ Detach here and mail top portion in postage-paid envelope provided.

**Reply by: 11/6/18**

Dear Sandra C Sheldon:

It's time to renew your Crain's Chicago Business Print & Online subscription. And you will see on the above Renewal Savings Form that:

**YOU STILL HAVE TIME TO LOCK-IN THE BEST DEAL  
ON YOUR SUBSCRIPTION.**

Renewing now will guarantee you an extra-discounted rate for the next year.

It's important that you respond immediately to ensure continued service.

Thank you,

Crain's Chicago Business  
Subscriber Services

P.S. Don't wait. Lock-in your savings. Renew today!

FROM: \_\_\_\_\_

\_\_\_\_\_

CCBCRE/PC



PLACE  
STAMP  
HERE

CRAIN'S CHICAGO BUSINESS  
PO BOX 433282  
PALM COAST FL 32143-3282

