

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082065

Vendor Name: A.F.M. & E.P. Fund

Invoice Number: B0361448

Invoice Date:

PO Number: B0361448

Check Number: 0244952

Check Amount: \$ 1,028.82

Check Date: 11/29/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0543537

Redaction Type: None

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

Document Below

1082065

11/29/2018

0244952

BO361448

V0543537

Pension Contribution

0560117015309001

1,028.82

Ellen M. Gowan
11/30/18.

1,028.82

0244952

PAY ONLY ONE THOUSAND TWENTY EIGHT AND 82/100 DOLLARS

11/29/2018

\$*****1,028.82

A.F.M. & E.P. Fund
C/O Chicago Fed of Musicians
656 West Randolph, Ste. 2W
Chicago IL 60661-2121

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:

1082065
A.F.M. & E.P. Fund
C/O Chicago Fed of Musicians
656 West Randolph, Ste. 2W
Chicago, IL 60661-2121
Attn: TOM BERANEK

Phone: 312-782-0063
Fax:



**Check
Enclosed**

PURCHASE ORDER

361448

Page: 1

Release Method: Hard Copy

Release Date: 11/21/2018

Created Date: 11/21/2018

V543587

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

AP VERIFIED**11/29/18 - MARIA ZERRUDO**

Phone: 630-942-2378
Fax:

Deliver To: Paula Cebula MAC186B

PO Created By: Towne, Jordan

Purchase Order Comments:

Check Enclosed

Do not send to Invoicing.

Please send copy of PO to McGowan@cod.edu so she can request manual check.

Documents attached (Union List, Contract)

Requisition Number(s): 670423

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		39	Each	Pension Contribution, Orchestra Musicians New Phil Hirschl 11/03-04/18 per att'd	\$26.38	\$1,028.82

Deliver To: Paula Cebula MAC186B

Sub Total: \$ 1,028.82

Total: \$ 1,028.82

Account Code Summary

Account Code	Account Description	Amount
05-60-11701-5309001		\$1,028.82

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. For 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 send a receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover with instructions, your log-in, and temporary password. Invoices must be received in an electronic format a due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check is not acceptable for 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.

Please hold check for pickup by
Ellen McGowan (x3009).

Need by:

11/30/18

Thank you!

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

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.

PURCHASE ORDER

361448

Page: 2

Release Method: Hard Copy

Release Date: 11/21/2018

Created Date: 11/21/2018

COB
11.21.18

NEW PHILHARMONIC - UNION LIST - RICHARD HIRSCHL/SOLOIST - NOVEMBER 2018

[illegible]

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: November 28, 2018
SUBJECT: Request for Manual Checks 6

Brian,

Please approve these manual check requests for payment to:

A.F.M. & E.P. Fund (New Phil Pension Nov Concert)	1,028.82
Ascencio Restaurants (Frida Kahlo Press Event 11/10/18)	128.88
Brunsheen, Scott (Soloist DuPage Chorale 12/02/18)	500.00
Chicago Federation of Musicians (New Phil Dues Nov Concert)	6.60
Gamez, Denise (Soloist DuPage Chorale 12/02/18)	500.00
Stoppelenburg, Josefien (Soloist DuPage Chorale 12/02/18)	500.00

These vendors need payment by the end of the week. We cannot wait until the next check run on December 14.

Thank you for your help and understanding.

Ellen McGowan

Manual check

X *Brian W. Caputo*

Attachments

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

