

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1374855
Vendor Name: Vid Tech Audio Visual Inc.
Invoice Number: 023671
Invoice Date: 10/15/18
PO Number: P0360307
Check Number: E0070571
Check Amount: \$ 1,385.00
Check Date: 11/21/2018
Department ID: 00820
Reviewer Name: None
Voucher Number: V0537693
Redaction Type: None
Document Type: AP Invoice

Document Below

INVOICE



Number : 023671
 Date : 10/15/18
 Account : COL016
 P.O. Number : 360307
 Order Number : 023671

APPROVED
11/15/18 - EARL DOWLING

1974-B Ohio Street
 Lisle
 Illinois 60532-2150
 Phone: 630/241-0292
 Fax: 630/241-4280

Bill To : COLLEGE OF DUPAGE
 ACCOUNTS PAYABLE/SRC2049
 425 FAWELL BLVD
 GLEN ELLYN IL 60137

Event Date : 10/13 9AM-11AM
 Event Place : COD SRC-2000
 Terms : NET 30
 Inv. Date : 10/15/18
 Due Date : 11/14/18

Attn. :

Order Name: SCHOLARSHIP RECEIPT Use Date: 10/13 9AM-11AM Order Taker: JS

QTY.	GROUP/ITEM:	DESCRIPTION:	TIME:	RATE:	AMOUNT:
2	0000	JBL EON POWERED SPEAKERS/STAND	R 1	65.00	130.00
3	0000	WIRELESS COMBO UNIT MICS	R 1	65.00	195.00
1	0000	WIRED EXECUTIVE PODIUM MIC	R 1	35.00	35.00
1	0000	SML VENUE PWR, AUD DIST CBL PKG	R 1	50.00	50.00
1	0000	8CH AUDIO MIXER	R 1	55.00	55.00
1	0000	PERFECT QUE WIRELESS ADVANCER	R 1	45.00	45.00
1	0000	BLACKMAGIC ATEM VIDEO SWITCHER	R 1	175.00	175.00
1	0000	LAPTOP W/OFFICE (PODIUM)	R 1	125.00	125.00
1	0000	VIDEO PLAYBACK DEVICE	R 1	125.00	125.00
		(ALSO MUSIC PLAYBACK)			
1	0000	DIRECT BOX (COMPUTER AUDIO)	R 1	25.00	25.00
1	0000	DELIVERY	L	25.00	25.00
2	0000	TECHS TO SET/1.5HRS/\$50HR	L	75.00	150.00
2	0000	HRS/EVENT TECH	L	50.00	100.00
2	0000	TECHS TO TEAR/1.5HRS/\$50HR	L	75.00	150.00
		DELIVERY/PICKUP			0.00

DUPLICATE

Freight:	0.00
Net Rental:	960.00
Sales Tax:	0.00
Total Labor:	425.00
Total Amount Due:	1385.00

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:

1374855
Vid Tech Audio Visual Inc.
1974 Ohio St.
Ste B
Liste, IL 60532-2150
Attn: Kathy Tollman

Phone: 800-665-0269
Fax:

10/13

PURCHASE ORDER

360307

Page: 1

Release Method: Hard Copy

Release Date: 09/18/2018

Created Date: 09/18/2018

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: Wolfe, Julie

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 669216

Requisitioner Name(s): Julie Wolfe

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	1374855	1	Each	A/V Equipment for Scholarship Reception	\$1,385.00	\$1,385.00
Deliver To: Wolfe, Julie						
Sub Total: \$						1,385.00
Total: \$						1,385.00

Account Code Summary

Account Code	Account Description	Amount
01-80-00820-5509001		\$1,385.00

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 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