

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089351  
Vendor Name: Window Coating, Inc.  
Invoice Number: WC20-0312  
Invoice Date: 03/12/20  
PO Number: P0368991  
Check Number: 0266725  
Check Amount: \$ 620.00  
Check Date: 04/14/2020  
Department ID: 00709  
Reviewer Name: Kathy Striplin  
Voucher Number: V0608854  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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**Window Coatings, Inc.**  
**631 Autumn Drive**  
**Roselle, IL 60172**  
**630-307-7557**

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**Invoice #:** WC20-0312

**Date:** 3/12/20

**Bill To:**

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

Office: 630-942-2320

Direct:

Cell: 630-673-0024

Fax:

Email: kingd680@cod.edu

Email: invoicing@cod.edu

**Cust. PO#** 368991  
Deon King

**Terms:** Net Upon Completion, 1 1/2% Added After 30 Days

**Quote #** WCQ20-0226

**Location of work:**

SRC - SSC 3249

**Date work completed:** 3/12/20

**Description of work:**

**Price**

Supplied 2 roller shades for customer to install.  
(Door & Side Light)

\$620.00

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**KATHY STRIPLIN 03/20/20**

**Total Amount Due:**

**\$620.00**

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**APPROVED**  
**03/25/20 - BRUCE SCHMIEDL**

**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

**PURCHASE ORDER**

368991

Page: 1

Release Method: Hard Copy

Release Date: 02/27/2020

Created Date: 02/27/2020

**\* Confirming Purchase Order \*****Vendor:**

1089351  
Window Coating, Inc.  
631 Autumn Dr  
Roselle, IL 60172

Attn: James Losito

Phone: 630-307-7557

Fax:

**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: Deon King

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

Requisition Number(s): 679449

Requisitioner Name(s): Deon King

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	(1) Roller Shades ar SSC 3249	\$310.00	\$310.00
Deliver To: Deon King						
2		1	Each	(1) Roller Shades ar SSC 3249	\$310.00	\$310.00
Deliver To: Deon King						
Sub Total: \$						620.00
Total: \$						620.00

**Account Code Summary**

Account Code	Account Description	Amount
02-70-00709-5401004		\$620.00

**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.

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From: lositoj5@msn.com  
Sent: Thu Mar 12 16:53:18 CDT 2020  
To: kingd680@cod.edu  
CC: invoicing@cod.edu  
Subject: Roller Shade Invoice  
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Please see the attachment for the roller shade invoice  
for SRC - SSC 3249.

If you have any questions please contact me.

Jim Losito  
630-479-6196