

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1577636
Vendor Name: Bring 2 Market LLC
Invoice Number: P0369454/040820A
Invoice Date: 04/08/20
PO Number: P0369454
Check Number: E0079823
Check Amount: \$ 801.12
Check Date: 04/14/2020
Department ID: 04701
Reviewer Name:
Voucher Number: V0616976
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: lasorsak@cod.edu
Sent: Thu Apr 09 15:35:37 CDT 2020
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Lekkco_Grayson Z_Feb

Hi,

Please see attached.

Thanks!

Krystina LaSorsa
Interim Manager
Internship Coordinator
Service Learning Coordinator
The Career Services Center
College of DuPage

During the COVID-19 pandemic, the CSC is still serving students, faculty, staff, alumni and community member. To schedule a remote appointment please contact csc@cod.edu.

AP VERIFIED

04/10/20 - MARIA ZERRUDO

Check Date Check Number Check's Date Total Check's Date

10/10/19	1010	10/10/19	419.90
10/10/19	1011	10/10/19	8.90
10/10/19	1012	10/10/19	428.30
10/10/19	1013	10/10/19	214.15
10/10/19	1014	10/10/19	214.15
10/10/19	1015	10/10/19	214.15
10/10/19	1016	10/10/19	214.15
10/10/19	1017	10/10/19	214.15
10/10/19	1018	10/10/19	214.15
10/10/19	1019	10/10/19	214.15
10/10/19	1020	10/10/19	214.15
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10/10/19	1022	10/10/19	214.15
10/10/19	1023	10/10/19	214.15
10/10/19	1024	10/10/19	214.15
10/10/19	1025	10/10/19	214.15
10/10/19	1026	10/10/19	214.15
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10/10/19	1028	10/10/19	214.15
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10/10/19	1030	10/10/19	214.15
10/10/19	1031	10/10/19	214.15
10/10/19	1032	10/10/19	214.15
10/10/19	1033	10/10/19	214.15
10/10/19	1034	10/10/19	214.15
10/10/19	1035	10/10/19	214.15
10/10/19	1036	10/10/19	214.15
10/10/19	1037	10/10/19	214.15
10/10/19	1038	10/10/19	214.15
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10/10/19	1044	10/10/19	214.15
10/10/19	1045	10/10/19	214.15
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10/10/19	1050	10/10/19	214.15
10/10/19	1051	10/10/19	214.15
10/10/19	1052	10/10/19	214.15
10/10/19	1053	10/10/19	214.15
10/10/19	1054	10/10/19	214.15
10/10/19	1055	10/10/19	214.15
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10/10/19	1057	10/10/19	214.15
10/10/19	1058	10/10/19	214.15
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10/10/19	1063	10/10/19	214.15
10/10/19	1064	10/10/19	214.15
10/10/19	1065	10/10/19	214.15
10/10/19	1066	10/10/19	214.15
10/10/19	1067	10/10/19	214.15
10/10/19	1068	10/10/19	214.15
10/10/19	1069	10/10/19	214.15
10/10/19	1070	10/10/19	214.15
10/10/19	1071	10/10/19	214.15
10/10/19	1072	10/10/19	214.15
10/10/19	1073	10/10/19	214.15
10/10/19	1074	10/10/19	214.15
10/10/19	1075	10/10/19	214.15
10/10/19	1076	10/10/19	214.15
10/10/19	1077	10/10/19	214.15
10/10/19	1078	10/10/19	214.15
10/10/19	1079	10/10/19	214.15
10/10/19	1080	10/10/19	214.15
10/10/19	1081	10/10/19	214.15
10/10/19	1082	10/10/19	214.15
10/10/19	1083	10/10/19	214.15
10/10/19	1084	10/10/19	214.15
10/10/19	1085	10/10/19	214.15
10/10/19	1086	10/10/19	214.15
10/10/19	1087	10/10/19	214.15
10/10/19	1088	10/10/19	214.15
10/10/19	1089	10/10/19	214.15
10/10/19	1090	10/10/19	214.15
10/10/19	1091	10/10/19	214.15
10/10/19	1092	10/10/19	214.15
10/10/19	1093	10/10/19	214.15
10/10/19	1094	10/10/19	214.15
10/10/19	1095	10/10/19	214.15
10/10/19	1096	10/10/19	214.15
10/10/19	1097	10/10/19	214.15
10/10/19	1098	10/10/19	214.15
10/10/19	1099	10/10/19	214.15
10/10/19	1100	10/10/19	214.15

$$\begin{array}{r} 419.90 \\ + 8.90 \\ \hline 428.80 \\ \div 2 \\ \hline 214.40 \end{array}$$

(214.15)

Judy Zel
3-23-2020

Stu Katz
3/24/20

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

369454

Page: 1

Release Method: Hard Copy

Release Date: 04/08/2020

Created Date: 04/08/2020

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

1577636
Bring 2 Market LLC
780 W Army Trail Rd #192
Carol Stream, IL 60188

Attn: Jennifer Lukas-Bourgeois

Phone: 312-480-1433
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: LaSorsa, Krystina**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 679923**Requisitioner Name(s):** Krystina LaSorsa

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Lekkco_Echols_Feb_20	\$378.05	\$378.05
Deliver To: LaSorsa, Krystina						
2		1	Each	Lekkco_Kukla_Feb_20	\$208.92	\$208.92
Deliver To: LaSorsa, Krystina						
3		1	Each	Lekkco_Z.Grayson_Feb20	\$214.15	\$214.15
Deliver To: LaSorsa, Krystina						
					Sub Total: \$	801.12
					Total: \$	801.12
Account Code Summary						
Account Code	Account Description					Amount
06-10-04701-5309001						\$801.12

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.

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

369454

Page: 2**Release Method:** Hard Copy**Release Date:** 04/08/2020**Created Date:** 04/08/2020*** Confirming Purchase Order ***

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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.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1577636
Vendor Name: Bring 2 Market LLC
Invoice Number: PO369454/032620
Invoice Date: 03/26/20
PO Number: P0369454
Check Number: E0079823
Check Amount: \$ 801.12
Check Date: 04/14/2020
Department ID: 04701
Reviewer Name:
Voucher Number: V0616979
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: lasorsak@cod.edu
Sent: Thu Apr 09 15:34:34 CDT 2020
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Lekkc:Echols Feb

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Thanks!

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Internship Coordinator
Service Learning Coordinator
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College of DuPage

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04/10/20 - MARIA ZERRUDO

741.26
28.83

75609

(+ 328.05

Judy Zeh
3-21-2020

Don Gentry
3/26/20

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425 Fawell Blvd.
Glen Ellyn, IL 60137

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369454

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Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

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Deliver To: LaSorsa, Krystina						
					Sub Total: \$	801.12
					Total: \$	801.12

Account Code Summary		
Account Code	Account Description	Amount
06-10-04701-5309001		\$801.12

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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

369454

Page: 2**Release Method:** Hard Copy**Release Date:** 04/08/2020**Created Date:** 04/08/2020*** Confirming Purchase Order ***

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Invoice Date: 03/26/20

PO Number: P0369454

Check Number: E0079823

Check Amount: \$ 801.12

Check Date: 04/14/2020

Department ID: 04701

Reviewer Name:

Voucher Number: V0616980

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Hi,

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AP VERIFIED
04/10/20 - MARIA ZERRUDO

Check Date	Check Number	Party Name	Check Amount	Bank Balance
4/10/20	1000	1000	1000	1000
4/10/20	1001	1001	1001	1001
4/10/20	1002	1002	1002	1002
4/10/20	1003	1003	1003	1003
4/10/20	1004	1004	1004	1004
4/10/20	1005	1005	1005	1005
4/10/20	1006	1006	1006	1006
4/10/20	1007	1007	1007	1007
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4/10/20	1011	1011	1011	1011
4/10/20	1012	1012	1012	1012
4/10/20	1013	1013	1013	1013
4/10/20	1014	1014	1014	1014
4/10/20	1015	1015	1015	1015
4/10/20	1016	1016	1016	1016
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4/10/20	1022	1022	1022	1022
4/10/20	1023	1023	1023	1023
4/10/20	1024	1024	1024	1024
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4/10/20	1054	1054	1054	1054
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4/10/20	1057	1057	1057	1057
4/10/20	1058	1058	1058	1058
4/10/20	1059	1059	1059	1059
4/10/20	1060	1060	1060	1060
4/10/20	1061	1061	1061	1061
4/10/20	1062	1062	1062	1062
4/10/20	1063	1063	1063	1063
4/10/20	1064	1064	1064	1064
4/10/20	1065	1065	1065	1065
4/10/20	1066	1066	1066	1066
4/10/20	1067	1067	1067	1067
4/10/20	1068	1068	1068	1068
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4/10/20	1070	1070	1070	1070
4/10/20	1071	1071	1071	1071
4/10/20	1072	1072	1072	1072
4/10/20	1073	1073	1073	1073
4/10/20	1074	1074	1074	1074
4/10/20	1075	1075	1075	1075
4/10/20	1076	1076	1076	1076
4/10/20	1077	1077	1077	1077
4/10/20	1078	1078	1078	1078
4/10/20	1079	1079	1079	1079
4/10/20	1080	1080	1080	1080
4/10/20	1081	1081	1081	1081
4/10/20	1082	1082	1082	1082
4/10/20	1083	1083	1083	1083
4/10/20	1084	1084	1084	1084
4/10/20	1085	1085	1085	1085
4/10/20	1086	1086	1086	1086
4/10/20	1087	1087	1087	1087
4/10/20	1088	1088	1088	1088
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4/10/20	1090	1090	1090	1090
4/10/20	1091	1091	1091	1091
4/10/20	1092	1092	1092	1092
4/10/20	1093	1093	1093	1093
4/10/20	1094	1094	1094	1094
4/10/20	1095	1095	1095	1095
4/10/20	1096	1096	1096	1096
4/10/20	1097	1097	1097	1097
4/10/20	1098	1098	1098	1098
4/10/20	1099	1099	1099	1099
4/10/20	1100	1100	1100	1100

409.63
8.20
417.83
+ 2

209.92

July 2nd

3-21-2020



3/26/20

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

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369454

Page: 1

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Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: LaSorsa, Krystina

PO Created By: Dando, Anne Marie

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Requisitioner Name(s): Krystina LaSorsa

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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.

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

369454

Page: 2**Release Method:** Hard Copy**Release Date:** 04/08/2020**Created Date:** 04/08/2020*** Confirming Purchase Order ***

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.