

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1315417  
Vendor Name: Lee's Foodservice Parts & Repa  
Invoice Number: 121918-4404  
Invoice Date: 12/28/18  
PO Number: P0369550  
Check Number: 0268016  
Check Amount: \$ 1,268.61  
Check Date: 05/20/2020  
Department ID: 13160  
Reviewer Name:  
Voucher Number: V0621666  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

# Lee's Foodservice Parts & Repairs

230 Laura Dr.  
Addison, IL 60101

## Service Invoice

Date	Invoice #
12/28/2018	121918-4404

Bill To
College of Du Page College of DuPage 425 Fawell Blvd Glen Ellyn, IL 60137

Ship To
College of DuPage 425 Fawell Blvd Glen Ellyn, IL 60137

**APPROVED**  
**05/06/20 - ELLEN ROBERTS**

Service Date	Item	Description	Quantity	Price Each	Amount
	L4	Service Labor Rate for Refrigerated Equipment - Standard	7.5	140.00	1,050.00
	Shipping and H...	Inbound shipping and handling	1	0.00	0.00
	083-S	Catch all	1	25.35	25.35
	GUS SA-43S	Sight Glass	1	29.05	29.05
	R404A	R404A Refrigerant	7	23.4591	164.21

**Subtotal** \$1,268.61

**Sales Tax (8.0%)** \$0.00

**Total** \$1,268.61

**Payments/Credits** \$0.00

**Balance Due** \$1,268.61

For all accounting inquiries, please contact:  
Mary@leesfoodservice.com, or call Phone # 800-728-1102.  
Fax # 630-543-3682.

Visit us at [www.leesfoodservice.com](http://www.leesfoodservice.com).

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From: cruseb199@cod.edu  
Sent: Mon Apr 27 11:56:01 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: File # 95166 Re: Lee's Food Service Parts & Repairs  
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**From:** Erl, Lisa <erll630@cod.edu>  
**Sent:** Monday, April 27, 2020 11:49 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Re: File # 95166 Re: Lee's Food Service Parts & Repairs

Good Morning, Bethany -

Happy Monday - I am glad to see the sun out today!

The PO for the Lee's Food Service Invoice is: 369550. I have attached a copy of it for your reference.

Please let me know if you need additional information or if there is anything else you need me to do.

Thanks!

Lisa

Lisa G. Erl  
Administrative Assistant, Business Services  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Phone: 630-942-2232  
erll630@cod.edu

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**From:** Erl, Lisa  
**Sent:** Friday, April 24, 2020 10:04 AM  
**To:** Cruse, Bethany  
**Subject:** Re: File # 95166 Re: Lee's Food Service Parts & Repairs

Will do. Happy Friday to you too, Bethany!!

Lisa G. Erl  
Administrative Assistant, Business Services  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Phone: 630-942-2232  
erll630@cod.edu

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**From:** Cruse, Bethany  
**Sent:** Friday, April 24, 2020 9:31 AM  
**To:** Erl, Lisa  
**Subject:** RE: File # 95166 Re: Lee's Food Service Parts & Repairs

Ok, please send over the PO# once you get it. Happy Friday 😊

**From:** Erl, Lisa <erll630@cod.edu>  
**Sent:** Friday, April 24, 2020 8:02 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Re: File # 95166 Re: Lee's Food Service Parts & Repairs

Good Morning, Bethany -

I submitted the outstanding Lee's Invoice for payment on 4/22/20 and am awaiting a PO# for it.

Thanks,

Lisa

Lisa G. Erl  
Administrative Assistant, Business Services  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Phone: 630-942-2232  
erll630@cod.edu

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**From:** Erl, Lisa  
**Sent:** Friday, April 17, 2020 10:48 AM  
**To:** Cruse, Bethany  
**Cc:** Lydia Gonzalez  
**Subject:** Re: File # 95166 Re: Lee's Food Service Parts & Repairs

Hi Bethany -

I will call Lydia as I have yet to receive a response from Lee's Food Service or Edward Don regarding this.

Thank,s

Lisa

Lisa G. Erl  
Administrative Assistant, Business Services  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Glen Ellyn, IL 60137  
Phone: 630-942-2232  
erll630@cod.edu

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**From:** Cruse, Bethany  
**Sent:** Friday, April 17, 2020 10:45 AM  
**To:** Erl, Lisa  
**Cc:** Lydia Gonzalez  
**Subject:** RE: File # 95166 Re: Lee's Food Service Parts & Repairs

Hi Lisa,  
Please respond on this one. Thank you!

Bethany

**From:** Lydia Gonzalez <lgonzalez@dvsjones.com>  
**Sent:** Friday, April 17, 2020 9:04 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>; Refakes, Eugene <refakese@cod.edu>  
**Subject:** File # 95166 Re: Lee's Food Service Parts & Repairs

Good Morning

Please give me an update in regards to the status of payment for my client. I have also attached the payment sheets. If you have any questions please feel free to give me a call.

LYDIA GONZALEZ  
Debt Recovery Resources  
209 W. 2nd St. #322  
Fort Worth, TX 76102  
866-408-0103 ext. 309  
Fax: 972-698-5524

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**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:**

1315417  
Lee's Foodservice Parts & Repairs  
230 W. Laura Dr  
Addison, IL 60101

Attn: Dan Mindo

Phone: 630-337-1836  
Fax:

**PURCHASE ORDER**

369550

**Page:** 1

**Release Method:** Hard Copy

**Release Date:** 04/27/2020

**Created Date:** 04/27/2020

**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:** Erl, Lisa

**PO Created By:** Dando, Anne Marie

**Purchase Order Comments:**

**Requisition Number(s):** 680089

**Requisitioner Name(s):** Lisa Erl

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Invoice for Repairs Refrigerator	\$1,268.61	\$1,268.61
Deliver To: Erl, Lisa						
Sub Total: \$						1,268.61
Total: \$						1,268.61

**Account Code Summary**

Account Code	Account Description	Amount
05-60-13160-5304001		\$1,268.61

**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.