

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1598457
Vendor Name: United Fitness Service Inc
Invoice Number: 17922
Invoice Date: 05/11/20
PO Number: P0369442
Check Number: E0080155
Check Amount: \$ 3,000.00
Check Date: 05/20/2020
Department ID: 17800
Reviewer Name: Beverly Smith
Voucher Number: V0622585
Redaction Type: None
Document Type: AP Invoice

Document Below



Fitness Express, Inc
16W251 S Frontage Rd. Ste 26
Burr Ridge, IL 60527

Phone: 630-504-7854/Fax: 630-517-0508
Email: service@fitnessexpress.net
Web: <http://fitnessexpress.co>

Invoice

17922

5/11/2020

Printed 5/13/2020

Bill To:

College of DuPage
Attn: AP
425 Fawell Blvd
Glen Ellyn, IL 60137

Work Location:

Chaparral Fitness
College of DuPage
Attn: Matt Cousins
425 Fawell Blvd
Glen Ellyn, IL 60137

Terms

On Receipt

Start Date: 5/11/2020 Annual PM visit - PO #369442

Date	Product/Service	Description	Price	Qty	Tax	Amount
		Job Number(s):	19594			
5/11/2020	PM Visit	Preventative Maintenance visit	\$2,500.00		\$0.00	\$2,500.00

Subtotal: \$2,500.00
Tax: \$0.00
Paid: \$0.00
Total: \$2,500.00

PO #369442 (04/06/2020)

PM visit for all units (no spin bikes)

05/11/20 Technicians completed preventative maintenance visit. Estimate will follow for needed repairs.

APPROVED
05/14/20 - MATTHEW COUSINS

INVOICE REVIEWED
OKAY TO PAY

BEVERLY SMITH 05/14/20

25% Restocking Fee for returned items + Shipping Cost
3% fee will be added for all credit card payments

Please Pay From This Invoice

From: service@fitnessexpress.net
Sent: Wed May 13 14:27:12 CDT 2020
To: invoicing@cod.edu
CC: cousins@cod.edu
Subject: Invoice #17922 - College of DuPage PO #369442 - 05-13-2020

Fitness Express, Inc

Invoice Due: 06/14/2020
17922

Amount Due: **\$2500.00**

Hello,

Your invoice-17922 for \$2500.00 is attached for completed PM visit on May 11th, 2020 as per PO #369450.

Please remit payment at your earliest convenience.

Thank you for choosing Fitness Express for your fitness equipment repair and maintenance needs.

Sigitas Armonas
Office Manager

Fitness Express, Inc.
16w251 S Frontage Rd., Ste 26
Burr Ridge, IL 60527
630-504-7854
630-517-0508 f.
service@fitnessexpress.net
www.fitnessexpress.co

APPROVED
05/14/20 - MATTHEW C

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1598457
Vendor Name: United Fitness Service Inc
Invoice Number: 17921
Invoice Date: 05/11/20
PO Number: P0369450
Check Number: E0080155
Check Amount: \$ 3,000.00
Check Date: 05/20/2020
Department ID: 00233
Reviewer Name: Anabel Cruz
Voucher Number: V0622586
Redaction Type: None
Document Type: AP Invoice

Document Below



Fitness Express, Inc
16W251 S Frontage Rd. Ste 26
Burr Ridge, IL 60527

Phone: 630-504-7854/Fax: 630-517-0508
Email: service@fitnessexpress.net
Web: <http://fitnessexpress.co>

Invoice

17921

5/11/2020

Printed 5/13/2020

Bill To:

College of DuPage
Attn: AP
425 Fawell Blvd
Glen Ellyn, IL 60137

Work Location:

Chaparral Fitness
College of DuPage
Attn: Matt Cousins
425 Fawell Blvd
Glen Ellyn, IL 60137

Terms

On Receipt

Start Date: 5/11/2020 Annual PM visit - PO #369450 - Indoor Cycles

Date	Product/Service	Description	Price	Qty	Tax	Amount
		Job Number(s):	19700			
5/11/2020	PM Visit	Preventative Maintenance visit	\$500.00		\$0.00	\$500.00

Subtotal: \$500.00
Tax: \$0.00
Paid: \$0.00
Total: \$500.00

PO #369450 (04/08/2020)

PM visit for all Indoor Cycles

05/11/20 Technicians completed preventative maintenance visit. Estimate will follow for needed repairs.

APPROVED
05/14/20 - MARIANNE HUNNICUTT

INVOICE REVIEWED
OKAY TO PAY
ANABEL CRUZ 05/14/20

25% Restocking Fee for all returned items + Shipping Costs

3% fee will be added for all credit card payments

Please Pay From This Invoice

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

369450

Page: 1

Release Method: Hard Copy

Release Date: 04/08/2020

Created Date: 04/08/2020

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

1598457
United Fitness Service Inc
dba Fitness Express Inc
16w251 S Frontage Rd.
Burr Ridge, IL 60527
Attn: Sigita Armonas

Phone: 630-504-7857
Fax: 630-517-0508

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: Matthew Cousins

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Once PO is assigned we will call to have Spin Bikes maintenance.

Requisition Number(s): 679896

Requisitioner Name(s): Anabel Cruz

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Spin Bike Maintenance-for 22 bikes	\$500.00	\$500.00

Deliver To: Matthew Cousins

Sub Total: \$ 500.00

Total: \$ 500.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00233-5304001		\$500.00

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.

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

369450

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

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.

From: service@fitnessexpress.net
Sent: Wed May 13 14:20:14 CDT 2020
To: invoicing@cod.edu
CC: cousins@cod.edu
Subject: Invoice #17921 - College of DuPage PO #369450 - 05-13-2020

Fitness Express, Inc

Invoice Due: 06/14/2020
17921

Amount Due: **\$500.00**

Hello,

Your invoice-17921 for \$500.00 is attached for completed PM visit on May 11th, 2020 as per PO #369450.

Please remit payment at your earliest convenience.

Thank you for choosing Fitness Express for your fitness equipment repair and maintenance needs.

Sigitas Armonas
Office Manager

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