

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082315  
Vendor Name: AT&T Mobility  
Invoice Number: 287270170619X08052  
Invoice Date: 07/27/20  
PO Number: P0370945  
Check Number: 0272409  
Check Amount: \$ 648.45  
Check Date: 09/15/2020  
Department ID: 00473  
Reviewer Name:  
Voucher Number: V0643295  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: wendtel19@cod.edu  
Sent: Thu Sep 03 14:22:20 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: AT&T Mobility - Please pay  
-----

Attached is our past due invoice from AT&T. Please let me know if there is anything else I would need.

Thank you,

**Lori Wendte**, Administrative Assistant  
**Career Services Center**  
College of DuPage | 425 Fawell Blvd. | SSC 3258 | Glen Ellyn, IL 60137  
P: 630.942.2231 | F: 630.942.4596





Return this portion with your check in the enclosed envelope. Payments may take 7 days to post.

COLLEGE OF DUPAGE CAREER SERVICES  
ATTN: STEVE GUSTIS  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137-6708

**Total due: \$648.45**

Due immediately: \$518.76 Due Aug 22, 2020: \$129.69

Account number: 287270170619

Please include account number on your check

Make check payable to:

AT&T MOBILITY

PO BOX 6463

CAROL STREAM IL 60197-6463

☐ CHECK FOR AUTOPAY  
(SEE REVERSE)

After-the-fact approval

Mark Curtis-Chavez 9/3/2020

PO 370945



999002872701706190000000001296900000064845004

1858.2.61.11196 2 AV 0.389 E7



COLLEGE OF DUPAGE CAREER SERVICES

ATTN: STEVE GUSTIS

425 FAWELL BLVD

GLEN ELLYN IL 60137-6708

#### AutoPay enrollment

If I enroll in AutoPay, I authorize AT&T to pay my bill monthly by electronically deducting money from my bank account. I can cancel authorization by notifying AT&T at [www.att.com](http://www.att.com) or by calling the customer care number listed on my bill. Your enrollment could take 1-2 billing cycles for AutoPay to take effect. Continue to submit payment until page one of your invoice reflects that AutoPay has been scheduled.

Bank Account Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_



COLLEGE OF DUPAGE CAREER SERVICES  
ATTN: STEVE GUSTIS  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137-6708

Page: 1 of 9  
Issue Date: Jul 27, 2020  
Account Number: 287270170619  
Foundation Account: 02739554  
Invoice: 287270170619X08052020

One little change can help make a difference. Go paperless today. Get more convenience, plus help reduce paper waste! Update your billing preferences at [wireless.att.com/premiercare](http://wireless.att.com/premiercare)

AutoPay: Set up automatic payments that you can update whenever you want. Go to [wireless.att.com/premiercare](http://wireless.att.com/premiercare) to sign up through eBill now.

Want to learn more about your details and usage? Sign into Premier eBill at [wireless.att.com/premiercare](http://wireless.att.com/premiercare) and go to your customizable reporting.

Total due

**\$648.45**

Due immediately: \$518.76

Due Aug 22, 2020: \$129.69

### Account summary

Your last bill \$518.76

Past due - please pay immediately \$518.76

### Service summary



Wireless

Page 2

\$129.69

Total services - due Aug 22, 2020 \$129.69

**Total due \$648.45**

OK to pay  
(see email approval)  
Acct# 01.30.00473-  
Vendor# 540100  
1082315

**AP VERIFIED**  
**09/03/20 - MARIA ZERRUDO**

### Ways to pay and manage your account:



[business.att.com](http://business.att.com)



Call 611  
from AT&T device

800.331.0500  
TTY: 866.241.6567  
from any other phone



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## Service activity



### Wireless

Number	User	Page	Activity since last bill	Monthly charges		Surcharges & fees	Total
				Plan	Add-ons		
331.551.1320	STEVE GUSTIS	3	\$0.00	\$53.32	-\$13.33	\$3.24	\$43.23
331.551.1321	CAREER SERVICES 2	5	\$0.00	\$53.32	-\$13.33	\$3.24	\$43.23
331.551.1322	CAREER SERVICES 1	7	\$0.00	\$53.32	-\$13.33	\$3.24	\$43.23
Total			\$0.00	\$159.96	-\$39.99	\$9.72	\$129.69

Wireless continues...





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Foundation Account: 02739554  
Invoice: 287270170619X08052020

...Wireless continued



**Tablet, 331.551.1320**  
STEVE GUSTIS

<b>Activity since last bill</b>		<i>Jun 28 - Jul 27</i>	
Jul 06: Added		<i>Jul 06 - Jul 27</i>	
1. CRU Detail Bill ZC			\$0.00
<b>Monthly charges</b>		<i>Jun 28 - Jul 27</i>	
2. LaptopCnctGovUnltd			\$69.99
3. Credit for LaptopCnctGovUnltd			-\$16.67
4. Pay Per Use Picture/Video Messaging			\$0.00
5. Pay Per Use Text/Instant Messaging			\$0.00
6. National Account Discount			-\$13.33
<b>Surcharges &amp; fees</b>			
7. Administrative Fee			\$1.99
8. Regulatory Cost Recovery Charge			\$1.25
<b>Total for 331.551.1320</b>			<b>\$43.23</b>

Wireless continues...





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...Wireless continued

 **Tablet, 331.551.1321**  
CAREER SERVICES 2

<b>Activity since last bill</b>		<i>Jun 28 - Jul 27</i>	
 Jul 06: Added		<i>Jul 06 - Jul 27</i>	
1. CRU Detail Bill ZC			\$0.00
<b>Monthly charges</b>		<i>Jun 28 - Jul 27</i>	
2. LaptopCnctGovUnltd			\$69.99
3. Credit for LaptopCnctGovUnltd			-\$16.67
4. Pay Per Use Picture/Video Messaging			\$0.00
5. Pay Per Use Text/Instant Messaging			\$0.00
6. National Account Discount			-\$13.33
<b>Surcharges &amp; fees</b>			
7. Administrative Fee			\$1.99
8. Regulatory Cost Recovery Charge			\$1.25
<b>Total for 331.551.1321</b>			<b>\$43.23</b>

Wireless continues...




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...Wireless continued

 **Tablet, 331.551.1322**  
CAREER SERVICES 1

<b>Activity since last bill</b>		<i>Jun 28 - Jul 27</i>	
 Jul 06: Added		<i>Jul 06 - Jul 27</i>	
1. CRU Detail Bill ZC			\$0.00
<b>Monthly charges</b>		<i>Jun 28 - Jul 27</i>	
2. LaptopCnctGovUnltd			\$69.99
3. Credit for LaptopCnctGovUnltd			-\$16.67
4. Pay Per Use Picture/Video Messaging			\$0.00
5. Pay Per Use Text/Instant Messaging			\$0.00
6. National Account Discount			-\$13.33
<b>Surcharges &amp; fees</b>			
7. Administrative Fee			\$1.99
8. Regulatory Cost Recovery Charge			\$1.25
<b>Total for 331.551.1322</b>			<b>\$43.23</b>



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## News you can use

### This bill includes a past due balance

If payment has already been made, thank you, please disregard. If not, payment must be made immediately. Please send your payment, including current charges, in the enclosed envelope. You may also pay 24 hours a day, by major credit card or electronic check at 800.331.0500, or [att.com/pay](http://att.com/pay). If you have questions regarding your account, contact us at 800.947.5096.

## Important information

### Late payment charge

Late payment charges for Corporate Responsibility User (CRU) accounts are applied according to applicable contracts.

### Electronic check conversion

Paying by check authorizes AT&T to use the information from your check to make a one-time electronic fund transfer from your account. Funds may be withdrawn from your account as soon as your payment is received. If we cannot process the transaction electronically, you authorize AT&T to present an image copy of your check for payment. Your original check will be destroyed once processed. If your check is returned unpaid you agree to pay such fees as identified in the terms and conditions of your agreement, up to \$30. Returned checks may be presented electronically.

### Surcharges and other fees

AT&T imposes additional charges on a per line basis, including federal and state universal service charges, an Administrative Fee (to defray certain expenses including charges AT&T or its agents pay to interconnect with other carriers to deliver calls from AT&T customers to their customers, and charges associated with cell site rents and maintenance), a Regulatory Cost Recovery Charge (to recover costs of compliance with certain government imposed regulatory requirements, including Wireless Number Portability and Number Pooling, and E911), and a Property Tax Allotment surcharge applied per Corporate Responsibility User's assigned number. These fees are not taxes or charges that the government requires AT&T to collect from its customers. See [att.com/mobilityfees](http://att.com/mobilityfees) for details.

### AT&T Mobility Center for customers with disabilities

Questions on accessibility by persons with disabilities: 866.241.6568.

### Wireless DirectBill charges

Detail of DirectBill charges can be viewed at [att.com/db](http://att.com/db). The direct billing option offers you the ability to purchase content, goods and features such as apps, games, donations, and services from AT&T and other companies by applying charges to your wireless account.

### Tax ID

AT&T Mobility Tax ID 84-1659970

Wireless Services provided by AT&T Mobility, LLC.

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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:**

1082315  
AT&T Mobility  
P.o. Box 6463  
Carol Stream, IL 60197-6463

Attn: Customer Service

Phone: 123-123-1234  
Fax:

**PURCHASE ORDER**

370945

Page: 1

Release Method: Hard Copy

Release Date: 09/03/2020

Created Date: 09/03/2020

**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:** Wendte, Lori

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

**Purchase Order Comments:**

**Requisition Number(s):** 681751

**Requisitioner Name(s):** Lori Wendte

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Career Services Center AT&T March, April, May, July & August Payments	\$648.45	\$648.45
<b>Deliver To:</b> Wendte, Lori						
<b>Sub Total: \$</b>						<b>648.45</b>
<b>Total: \$</b>						<b>648.45</b>

**Account Code Summary**

Account Code	Account Description	Amount
01.30.00473.5401001		\$648.45

**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

**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

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.

**PURCHASE ORDER**

370945

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**Release Method:** Hard Copy

**Release Date:** 09/03/2020

**Created Date:** 09/03/2020