

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084150  
Vendor Name: DuPage County Health Dept.  
Invoice Number: IN0034400  
Invoice Date: 06/16/20  
PO Number: P0370749  
Check Number: E0081374  
Check Amount: \$ 509.00  
Check Date: 09/02/2020  
Department ID: 17101  
Reviewer Name: Beverly Smith  
Voucher Number: V0640202  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: smithb244@cod.edu  
Sent: Thu Aug 20 09:38:52 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: DuPage County Health Department  
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This needs to be paid by 9/10/20 or College of DuPage will have to pay a penalty fee. Beverly Smith  
Administrative Assistant Athletics and Recreational Programs (630) 942-4242 (630 942-3601 fax  
Smithb244@cod.edu -----Original Message----- From: smithb244@cod.edu Sent: Thursday, August 20, 2020  
9:35 AM To: Smith, Beverly Subject: Scanned from a Xerox Multifunction Device Please open the attached  
document. It was scanned and sent to you using a Xerox Multifunction Device. Attachment File Type: pdf,  
Multi-Page Multifunction Printer Location: Device Name: Printer-095

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

## INVOICE - FIRST NOTICE

Total Amount of:

**\$509.00**

Due By:

**09/01/2020**

TO: COLLEGE OF DUPAGE - ATTN:PAUL ZAKOWSKI  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

PO 370749

Invoice ID

IN0034400

Date

6/16/2020

Account ID

AR0006280

Facility ID

FA0006163

RE: COLLEGE OF DUPAGE

PLEASE RETURN ABOVE PORTION OF INVOICE NOTICE WITH PAYMENT

Date	Program/ Element	Description	Amount
6/16/2020	8006	Annual Swimming Pool Permit - Year Round	\$509.00
		425 FAWELL BLVD GLEN ELLYN IL 60137	
		MULTI-USE POOL	
Total Due for This Invoice:			\$509.00

Late Fee: A 25% Penalty will be charged/due in addition to the listed fee, if paid after due date.

**APPROVED**  
**08/25/20 - RYAN KAISER**

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**BEVERLY SMITH 08/20/20**

Please note, if you are paying with a check, include the number 0 on the check itself.  
You can now pay online! Visit our website at <https://eco.dupagehealth.org/#/onlinePayments>

**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:**

1084150  
DuPage County Health Dept.  
111 N County Farm Rd  
Wheaton, IL 60187-3977

Attn: Customer Service

Phone: 123-123-1234  
Fax:

**PURCHASE ORDER**

370749

Page: 1

Release Method: Hard Copy

Release Date: 08/19/2020

Created Date: 08/19/2020

**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: Smith, Beverly

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

Facility# FA0006163 Account#AR0006280  
Invoice#003400

Requisition Number(s): 681566

Requisitioner Name(s): Beverly Smith

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Annual Pool Permit	\$509.00	\$509.00
Deliver To: Smith, Beverly						
Sub Total: \$						509.00
Total: \$						509.00

  

Account Code Summary		
Account Code	Account Description	Amount
01-30-17101-5309001		\$509.00

**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.
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