

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1298946

Vendor Name: 4IMPRINT, Inc.

Invoice Number: B0370950

Invoice Date: 09/03/20

PO Number: B0370950

Check Number: E0081427

Check Amount: \$ 273.21

Check Date: 09/09/2020

Department ID: 00257

Reviewer Name:

Voucher Number: V0643294

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: townelj@cod.edu  
Sent: Thu Sep 03 15:04:08 CDT 2020  
To: invoicing@cod.edu  
CC: langj@cod.edu  
Subject: College of DuPage BO 370950 Check Enclosed Request  
-----

Hello,

Please see the attached check enclosed request for BO 370950 for 4Imprint. The vendor requires payment before the items can be shipped.

Thank you,

Jordan Towne

Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2576 | F: (630) 942.4201 | [townelj@cod.edu](mailto:townelj@cod.edu)

- ***Click Here for current bids/Rfps!***
- ***COD: Check out our Team Site!***

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137



Check  
Enclosed

**PURCHASE ORDER**

370950

Page: 1

Release Method: Hard Copy

Release Date: 09/03/2020

Created Date: 09/03/2020

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1298946  
4IMPRINT, Inc.  
101 Commerce St  
Oshkosh, WI 54901

Attn: customer service

Phone: 877-446-7746

Fax: 800-355-5043

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

**AP VERIFIED**

Phone: 630-942-2378

Fax:

Deliver To: Barb Coe, HSC 1220

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

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 681732

Requisitioner Name(s): Jessica Lang

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	105488-S	50	Each	Tote	\$4.19	\$209.50
Deliver To: Barb Coe, HSC 1220						
2		1	Each	Set-Up Charge	\$45.00	\$45.00
Deliver To: Barb Coe, HSC 1220						
3		1	Each	Shipping	\$18.71	\$18.71
Deliver To: Barb Coe, HSC 1220						

Sub Total: \$ 273.21

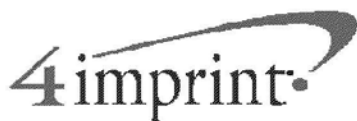
Total: \$ 273.21

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00257-5401002		\$273.21

**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



101 Commerce St  
PO Box 320  
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746

Free Fax: 800-355-5043

**Main Address**

JESSICA LANG  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLENELLYN, IL 60137

**Invoice Address**

Accounts Payable Dept - SRC2049  
Marivic Zerrudo  
College Of DuPage  
425 Sawel Blvd  
Glenellyn IL 60137  
USA

**Shipping Address**

Jessica Lang  
College Of DuPage  
425 Fawell Blvd  
Glenellyn, IL 60137  
USA  
Tel: 630-942-8331

**Quotation Number:** 20132355

**Quote Date:** August 28 2020

**Quote Valid Until:** September 27 2020

**Account No.:** 1182643

**Questions Call:** See Knaggs

**Phone:** 877-446-7746 Ext. 8495

**Fax:** 800-355-5043

**Email:** sknaggs@4imprint.com

Item		Colors (Front Panel,Tote): Black, Red			
Qty	Item #	Description	Unit \$	Price \$	Total \$
50	105488-S	Fun Tote - Screen	4.1900	209.50	209.50
1	Set-Up Charge	Set-Up Charge	45.0000	45.00	45.00
		Freight		18.71	18.71

**Artwork Instructions**

Product Color (Base, Trim): Black,Red

Imprint Location: Front Pocket

Imprint Colors: White

**Grand Total** 273.21

**METHOD OF PAYMENT**

- ☐ We previously ordered from you on open account.
- ☐ We are well rated with Dun & Bradstreet. My D & B number is \_\_\_\_\_.
- ☐ Please fax us a Credit Application. We understand that our order will not go into production until your application is approved, which may take 2-3 weeks.
- ☐ Enclosed is a check in the amount of \$ \_\_\_\_\_ payable to 4imprint.
- ☐ We will pay by credit card.

**\*\*\*IMPORTANT\*\*\*** To place your order please let your customer service representative know you would like to proceed along with providing any artwork or changes to the quote that are needed. If paying by credit card please call your customer service representative with your credit card details.

Please visit our website - [www.4imprint.com](http://www.4imprint.com) To review our privacy policy please visit <https://www.4imprint.com/info/privacy>



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PO Box 320  
Oshkosh, WI 54901

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**Email:** [sknaggs@4imprint.com](mailto:sknaggs@4imprint.com)

**Shipment Details**

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	50	105488-S		UPS Ground (Parcel)	Sep 09 2020	18.71

**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

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.

**PURCHASE ORDER**

370950

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