

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1612149
Vendor Name: AO Apparel Inc
Invoice Number: 14510
Invoice Date: 08/12/20
PO Number: P0370856
Check Number: E0081579
Check Amount: \$ 1,250.00
Check Date: 09/23/2020
Department ID: 00466
Reviewer Name: Adeline Cooke
Voucher Number: V0640622
Redaction Type: None
Document Type: AP Invoice

Document Below

Subject: College of DuPage PO 370856

Hi Tonia,

Please see the attached PO 370856 for AO Apparel Inc. This was a confirming order so it was not sent to the vendor.

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 | townej@cod.edu

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

AO APPAREL INC
201 East 36th Street, 12D
New York, NY 10016 US

INVOICE

BILL TO

College of DuPage
Center for Access and
Accommodation
SSC 3249
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2154

SHIP TO

College of DuPage
Center for Access and
Accommodation - ATTN

INVOICE # 14510**DATE** 08/12/2020**DUE DATE** 08/12/2020**TERMS** 100% Prepayment

Tonia Metoyer

SSC 3249

425 Fawell Blvd.

Glen Ellyn, IL 60137

630-942-2154

APPROVED**09/22/20 - NATHANIA MONTES****SHIP DATE**

08/28/2020

SALES REP

peter

DATE	ACTIVITY	QTY	RATE	AMOUNT
	MASKS	500	2.50	1,250.00
	Adult clear mask			

Beneficiary Name: AO Apparel Inc
Address: 149 West 36th Street, 2nd Floor New York, NY 10018
Beneficiary Bank: East West Bank
Bank Address: 135 N. Los Robles Ave.,
2/F., Pasadena, CA 91101
Account number 8653007453
Routing#322070381
ABA#026013796
Swift code: EWBKUS66XXX

BALANCE DUE**\$1,250.00**

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

370856

Page: 1

Release Method: Hard Copy

Release Date: 08/26/2020

Created Date: 08/26/2020

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

1612149
AO Apparel Inc
201 East 36th Street
12D
New York, NY 10016
Attn: Peter Cicero

Phone: 330-651-5529
Fax:

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: T. Metoyer SSC 3249

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 681575

Requisitioner Name(s): Adeline Cooke

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		500	Each	Adult Clear Face Mask	\$2.50	\$1,250.00
Deliver To: T. Metoyer SSC 3249						
Sub Total: \$						1,250.00
Total: \$						1,250.00

Account Code Summary

Account Code	Account Description	Amount
01-30-00466-5401002		\$1,250.00

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.
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

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

370856

Page: 2**Release Method:** Hard Copy**Release Date:** 08/26/2020**Created Date:** 08/26/2020*** Confirming Purchase Order ***

payroll records for all workers and sub-contractors utilized for the project.



AO APPAREL INC

149 WEST 36th STREET, 2nd FLOOR
NEW YORK, NY 10018
TEL: 212-629-3881

Beneficiary Name: AO Apparel Inc

Address: 149 West 36th Street, 2nd Floor,
New York, NY 10018

Beneficiary Bank: East West Bank

Bank Address: 135 N. Los Robeles Ave., 2/F.,
Pasadena, CA 91101

A/C#8653007453

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