

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1442241

Vendor Name: Optima, Inc.

Invoice Number: 57865

Invoice Date: 06/30/20

PO Number: P0370107

Check Number: E0082791

Check Amount: \$ 149.03

Check Date: 01/06/2021

Department ID: 00345

Reviewer Name:

Voucher Number: V0657616

Redaction Type: None

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

Document Below



220 Cherry St
Shrewsbury, MA 01545

Invoice

3 WAY MATCH

Sales Order #	Order Date
57665	6/30/2020
Estimated Ship	FOB
	Factory
Terms	Sales Rep
Net 30	CS
Cust PO or Web Order #	
370107	

Customer Sold Bill To:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

USA

Ship To:

College of DuPage
425 Fawell Boulevard
L. Kesselman PO370107
Glen Ellyn, IL 60137

USA

Phone: 630-942-2238

Item	Description	Ordered	UOM	Price Per	Total Price
GR-LB-MUKIT-LG	Large Music Staff Kit, 4 Large 11 x 17 Double Sided Music Staff Lap Boards, 4 Black Microfiber Wipers and 4 Chisel Tip Markers	4	EA	33.96	135.83

Memo:

Prepared By: Chris

Thank you! We appreciate your business!

Please note: Custom Orders are not returnable. Delivery: Delivered cost does not include inside delivery. If you require this, you must make arrangements directly with the trucking company; thereby assuming all liability. All items must be fully inspected upon arrival and any damages must be noted on the bill of lading at time of delivery. Please notify Optima immediately at 1-800-300-1500 ext 1 for all damages. The trucking company will not contact us. Freight and other policies can be viewed at: <http://optimacompanies.com/shipping-policy> Thank you!

Sub-Total	135.83
Discount	0.00
Shipping	13.20
Taxes	0.00
Total	149.03
Payment	0.00
Balance	149.03

From: Christine K <christinek@optimacompanies.com >
Sent: Tue Dec 29 10:57:48 CST 2020
To: townelj@cod.edu,invoicing@cod.edu
CC:
Subject: Can you please help with payment? Invoice #57865

Hello,

We have had a loss in personnel due to Covid and I am stepping in trying to collect on past due invoices. Your help would be greatly appreciated!

Below is the related purchase order from your school and the related invoice from OptiMA/MyWhiteboards.com. If you need anything else in order to process the payment, please let me know.

--

Christine Klimavich

President

office (866)-366-1500 x30

email christinek@optimacompanies.com

address 220 Cherry St., Shrewsbury, MA 01545



Confidentiality:

This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, notify the sender immediately by return email and delete the message and any attachments from your system.

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:

1442241
 Optima, Inc.
 DBA MyWhiteBoards.com
 220 Cherry St
 Shrewsbury, MA 01545
 Attn: Chris Stewart

Phone: 866-366-1500
 Fax: 508-393-6688

PURCHASE ORDER

370107

Page: 1
Release Method: Hard Copy
Release Date: 06/29/2020
Created Date: 06/29/2020

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: L. Kesselman, G. Glinke

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 680734

Requisitioner Name(s): Glenn Glinke

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	GR-LB-MUKIT-LG	4	Each	Large Music Staff Kits	\$33.96	\$135.84
Deliver To: L. Kesselman, G. Glinke						
2	na	1	Each	Shipping and Handling	\$13.20	\$13.20
Deliver To: Glinke, Glenn						
Sub Total: \$						149.04
Total: \$						149.04

Account Code Summary

Account Code	Account Description	Amount
01-10-00345-5401002		\$149.04

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

PURCHASE ORDER

370107

Page: 2**Release Method:** Hard Copy**Release Date:** 06/29/2020**Created Date:** 06/29/2020

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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.