

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1375976
Vendor Name: Merrimac Solutions, Inc.
Invoice Number: COD121620AS
Invoice Date: 12/16/20
PO Number: P0372074
Check Number: E0083106
Check Amount: \$ 2,404.00
Check Date: 01/27/2021
Department ID: 00041
Reviewer Name: Monica Miller
Voucher Number: V0658106
Redaction Type: None
Document Type: AP Invoice

Document Below



Merrimac Solutions, Inc.

1840 Forest Ave.

Aurora, IL 60502

AccountsPayable@MerrimacSolutions.com

www.merrimacsolutions.com

630-585-6441

Invoice

Date	Invoice #
12/16/2020	COD121620AS

Bill To	Ship To
College of DuPage Accounts Payable, SRC749 425 Fawell Blvd. Glen Ellyn, IL 60137	
APPROVED 01/19/21 - KRISTINE FAY	

P.O. Number		Terms	Due Date	Project	
372074		Net 30	1/15/2021	Annual Support	
Quantity	Item Code	Description		Price Each	Amount
1	MS-Services Cloud	The server will be implemented as a base platform to run the AccessData Forensics ToolKit 7 Software Application. The courses will use the Software Tool as part of the lessons scheduled. The total charge for setting up the server and for support in 2021 is \$2,404 01/01/21 - 12/31/2021		2,404.00	2,404.00
<div>INVOICE REVIEWED OKAY TO PAY MONICA MILLER 01/15/21</div>					
HAPPY HOLIDAYS! Thank you for your continued business.				Total	\$2,404.00

From: Brenda Quinn <Brenda.Quinn@merrimacsolutions.com >
Sent: Tue Jan 12 11:26:51 CST 2021
To: invoicing@cod.edu
CC: dandoa@cod.edu, cabays@cod.edu
Subject: FW: College of DuPage PO#372074

Good morning. Attached for processing is the annual support invoice with the updated PO number.
Thank you and have a great day.

Brenda Quinn | Business Operations Administrator

Tel: 630-585-6441 x201 | Mobile: 630-248-9360
2245 Sequoia Drive, Suite 301B
Aurora, IL 60506
Email: Brenda.Quinn@merrimacsolutions.com

✖



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From: John Quinn <John.Quinn@merrimacsolutions.com >
Sent: Sunday, January 10, 2021 7:44 PM
To: Brenda Quinn <Brenda.Quinn@merrimacsolutions.com >
Subject: FW: College of DuPage PO#372074

John Quinn | Principal VCP

Tel: 630-585-6441 x200 | Mobile: 630-561-5087
2245 Sequoia Drive, Suite 301B
Aurora, IL 60506
Email: John.Quinn@merrimacsolutions.com

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From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Sunday, January 10, 2021 2:09 PM
To: John Quinn <John.Quinn@merrimacsolutions.com >
Cc: Cabay, Susan <cabays@cod.edu>
Subject: College of DuPage PO#372074

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (Reply ALL) and process accordingly.

Shipping questions? Contact the COD Warehouse at: 630-942-2550

The warehouse is open Monday through Friday: 7:30am to 3:30pm

Kindly monitor website for ongoing updates.

Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Best,

Anne Marie Dando
Procurement Services Assistant



425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | dandoa@cod.edu

[Click Here](#) for current bids/Rfps!

COD: Check out our [Team Site](#)!

Disclaimer

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This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

[attachment: 3043963.pdf]

[attachment: Invoice College of DuPage Annual Support 12 16 20.pdf]



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:

1375976
Merrimac Solutions, Inc.
1840 Forest Ave.
Aurora, IL 60502

Attn: John Quinn

Phone: 630-561-5087
Fax:

PURCHASE ORDER

372074

Page: 1

Release Method: Hard Copy

Release Date: 01/10/2021

Created Date: 01/10/2021

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: Cabay, Susan

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Quote: COD121620AS

Contract Dates: 1/1/21 thru 12/31/21

Requisition Number(s): 683111

Requisitioner Name(s): Susan Cabay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Server Support for Forensics Courses	\$2,404.00	\$2,404.00
Deliver To: Cabay, Susan						
Sub Total: \$						2,404.00
Total: \$						2,404.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00041-5309001		\$2,404.00

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

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

372074

Page: 2

Release Method: Hard Copy

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