

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1494625
Vendor Name: Aequalis, Inc.
Invoice Number: PO373098
Invoice Date: 03/02/21
PO Number: P0373098
Check Number: 0278979
Check Amount: \$ 1,500.00
Check Date: 04/13/2021
Department ID: 00394
Reviewer Name: Nancy Nieto
Voucher Number: V0670908
Redaction Type: None
Document Type: AP Invoice

Document Below

INVOICE

APPROVED
04/02/21 - SARALIZ JIMENEZ

Date: March 2, 2021

To:

College of DuPage
425 Farwell Blvd.
Glen Ellyn, IL 60137

Please remit: \$1500.00

PURCHASE ORDER # 373098

For:

One virtual performance of "Tres Vidas on Thursday, March 25th, 2021 at 11 am CST; show link available for an additional 48 hours, specific dates TBD.

Please make check, check payable to Aequalis, Inc.

Federal I. D. # 11-2798348

For Direct Deposit:

J.P. Morgan Chase Bank

Thank you.



Margot Emery
Managing Director
Aequalis, Inc. d/b/a The Core Ensemble
561-582-0603
margot@coreensemble.com

From: margot@coreensemble.com <margot@coreensemble.com >
Sent: Wed Mar 31 08:35:34 CDT 2021
To: nieton108@cod.edu, invoicing@cod.edu, jimene@cod.edu
CC:
Subject: [External] RE: College of DuPage PO#373098

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Invoice attached – thank you!

From: Nieto, Nancy [mailto:nieton108@cod.edu]
Sent: Wednesday, March 31, 2021 9:16 AM
To: margot@coreensemble.com
Cc: Jimenez, Saraliz <jimene@cod.edu>
Subject: FW: College of DuPage PO#373098

Hi Margot,

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments.

Per our Purchase Order terms and conditions, please submit your invoice and include your PO # **373098** for the event on 3/25/2021 directly to our Accounts Payable Department in a *PDF format* to invoicing@cod.edu for processing of payment.

Thank you for helping us make this event happen.

--

Nancy Nieto
Administrative Assistant
Center for Student Diversity & Inclusion
Latino Outreach Center
College of DuPage | Student Affairs
425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | SSC 2225
P: (630) 942-3539 | E: nieton108@cod.edu

From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Tuesday, March 30, 2021 7:12 PM
To: margot@core-ensemble.com
Cc: Nieto, Nancy <nieton108@cod.edu>
Subject: College of DuPage PO#373098

Dear Vendor,

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

Attached is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 3:30pm

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

Invoicing

Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to invoicing@cod.edu **to ensure proper approval routing and expedited payments.**

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

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

Thank you!

Procurement Services

Purchasing@cod.edu

[attachment: invoice.pdf]