

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1578655  
Vendor Name: USImprints LLC  
Invoice Number: 108038  
Invoice Date: 03/16/21  
PO Number: P0372842  
Check Number: E0084195  
Check Amount: \$ 473.59  
Check Date: 04/13/2021  
Department ID: 00361  
Reviewer Name: Anna Gay  
Voucher Number: V0665467  
Redaction Type: None  
Document Type: AP Invoice

Document Below



QUALITY SWAG.  
NO STRESS.

## Invoice

USimprints.com  
3343 Aspen Grove Drive  
Suite 240  
Franklin, TN 37067  
Phone: 866-604-6774  
Fax: 866-946-3724  
support@usimprints.com

Date

3/16/2021

Invoice #

108038

### Bill To

Accounts Payable  
College Dupage  
425 Fawell Blvd.  
Glen Ellyn IL 60137

### Ship To

Purchasing Manager  
College Dupage  
425 Fawell Blvd  
Deliver to Lisa Saltiel  
Glen Ellyn IL 60137

In-Hands Date		Sales Rep		Sales Order Reference #	
4/2/2021		Zach Schultz		Sales Order #101441	
Terms		Payment Due Date		Online Order #	
Net 30		5/3/2021		PO# 3060983	
Item	Description	Quantity	Rate	Amount	Date Billed
Promos	Sport-Tek ® PosiCharge ® Tri-Blend Wicking 1/4-Zip Pullover	15	30.06	450.90	
	Small -3, Medium - 1, Large - 6, XL - 3, 2XL - 1, 4XL - 1				
Secondary Charge	2XL Up Charge	1	1.54	1.54	
Secondary Charge	4XL Up Charge	1	6.15	6.15	
Apparel:	REORDER 97976ZS1	15	0.00	0.00	
Embroidery	Item Color: Black Triad Solid Imprint: EMBROIDERY Thread Colors: Green, Grey, Black & White Location: One, LC Embroidery Size: 4" wide X prop  Production Time: 5-7 working days Shipping Time: 1 working day Stock: Available as of 3/1/21				
SetUp Chgs	Set-Up Charges - WAIVED FOR	1	0.00	0.00	

**INVOICE REVIEWED  
OKAY TO PAY  
ANNA GAY 04/08/21**

**APPROVED  
04/12/21 - ANTHONY RAMOS**



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NO STRESS.

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		Date		Invoice #	
		3/16/2021		108038	
Item	Description	Quantity	Rate	Amount	Date Billed
Shipping: Our Fedex	REORDER 97976ZS1  SHIPPING FOB: IL 60007 1 box @ 20 lbs. Dimensions: 13x13x11	1	15.00	15.00	
It's our pleasure to provide this estimate for you! We look forward to earning your business in the future! Thank you for considering USimprints.com!!				<b>Total Amount Due</b>	473.59 \$473.59

***Thank you for Building Your Brand with USimprints!***

***Please make sure to check all details of your order.***

***Payment due upon receipt or promptly on approved terms. 1.5% interest per month charge after 30 days.***

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From: Zach Schultz <zach.s@usimprints.com>  
Sent: Tue Mar 16 14:52:30 CDT 2021  
To: invoicing@cod.edu  
CC: saltiell@cod.edu  
Subject: [External] Re: College of DuPage PO#372842  
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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 108038 for PO# 372842 attached! Please let me know if you have any questions.

**Zach Schultz**

Sr. Account Manager

P: 866.604.6774 ext 102

[zach.s@usimprints.com](mailto:zach.s@usimprints.com)

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On Mar 16, 2021, at 11:47 AM, Dando, Anne Marie <[dandoa@cod.edu](mailto:dandoa@cod.edu)> wrote:

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](mailto: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](mailto:purchasing@cod.edu)

Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228

***Thank you!***

***Procurement Services***

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)

<3060983.pdf>

[attachment: 108038.pdf]