

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084150

Vendor Name: DuPage County Health Dept.

Invoice Number: IN0041606

Invoice Date: 04/01/21

PO Number: P0373440

Check Number: E0084379

Check Amount: \$ 516.00

Check Date: 04/28/2021

Department ID: 17101

Reviewer Name:

Voucher Number: V0672894

Redaction Type: None

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

Document Below

From: Smith, Beverly <smithb244@cod.edu>
Sent: Thu Apr 22 12:03:46 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: DuPage County Health Department

Please pay invoice 41606 to DuPage County Health Department on PO 373440 for the annual pool permit.

Beverly Smith
Administrative Assistant
Athletics and Recreational Programs
College of DuPage
(630) 942-4242
(630) 942-3601 fax
Smithb244@cod.edu

From: Smith, Beverly <smithb244@cod.edu>
Sent: Thursday, April 22, 2021 12:01 PM
To: Smith, Beverly <smithb244@cod.edu>
Subject: Attached Image

[attachment: 0185_001.pdf]

INVOICE - FIRST NOTICE

PO 373440

Total Amount of:

\$516.00

Due By:

05/14/21

TO: COLLEGE OF DUPAGE ATTN:PAUL ZAKOWSKI
 425 FAWELL BLVD
 GLEN ELLYN, IL 60137

Invoice ID

IN0041606

Date

4/1/2021

Account ID

AR0006280

Facility ID

FA0006163

APPROVED

RE: COLLEGE OF DUPAGE

04/22/21 - RYAN KAISER

PLEASE RETURN ABOVE PORTION OF INVOICE NOTICE WITH PAYMENT

Date	Program/ Element	Description	Amount
4/1/2021	8006	Annual Swimming Pool Permit - Year Round	\$516.00
		425 FAWELL BLVD GLEN ELLYN IL 60137	
		MULTI-USE POOL	
		Total Due for This Invoice:	\$516.00

Late Fee: A 25% Penalty will be charged/due in addition to the listed fee, if paid after due date.

INVOICE REVIEWED
OKAY TO PAY
BEVERLY SMITH 04/22/21

Please note, if you are paying with a check, include the Invoice ID on the check itself.

You can now pay online! Visit our website at <https://eco.dupagehealth.org/#/onlinePayments>



DUPAGE COUNTY HEALTH DEPARTMENT

Everyone, Everywhere, Everyday

111 N. County Farm Rd., Wheaton, IL 60187

Date: April 1, 2021
To: Owners and Operators of Pool Facilities Permitted in DuPage County
From: Christopher Hoff, Director, Community Health Resources
Re: Pool Facility Operating Permit Fees, Regulations, and Important Reminders

This memorandum is included with your 2021 invoice to provide important program information. You are receiving this information because you have a business or individual account with the DuPage County Health Department. The 2021 permits are valid 5/15/2021 to 5/14/2022.

1) PERMIT

If a swimming facility decides not to open for this year or a swim feature will not be operating this year, please send an email to the following address so your records and the invoice can be updated EHMail@dupagehealth.org.

Current, IDPH pool operation guidelines can be found here <https://www.dupagehealth.org/220/Swimming-Facilities>.

2) PAYMENT

The key information from the enclosed invoice are the **ACCOUNT** and **INVOICE** numbers, which will be required for all payment and billing questions.

- a. The preferred method of payment is available online at <https://eco.dupagehealth.org/#/onlinePayments> or by mail. Payments cannot be accepted over the phone. Instructions are available by clicking the "Online Instructions" module, located on the left-hand side.
- b. All credit card payments will include the transaction fee assessed by credit card processing companies, either 2.25 percent of the transaction or a \$1.00 minimum, whichever is greater. For payments made by e-check, a \$0.75 processing fee will apply.
- c. **All accounts not paid in full by the invoice due date will be assessed a twenty five percent (25%) late fee, which will appear on the next billing statement.**
- d. Upon receipt of payment, your permit will be mailed to your facility address. Payment made online would be the quickest and most convenient way and will make your account current by our next business day. Payment made by mail may cause delays due to additional safety precautions.

If you have any questions, please contact the DuPage County Health Department Billing Office at 630-682-7400, extension 2299 or email BillingOffice@dupagehealth.org.

Thank you for your cooperation and attention to these issues in the coming year.

**STAY SAFE
DUPAGE**



WEAR
A MASK



WATCH
YOUR DISTANCE



WASH
YOUR HANDS



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:

1084150
DuPage County Health Dept.
111 N County Farm Rd
Wheaton, IL 60187-3977

Attn: Customer Service

Phone: 123-123-1234
Fax:

**Check Enclosed Request- Statement must
accompany check and Invoice ID must be
referenced on check-4/22/21 - amd**

PURCHASE ORDER

373440

Page: 1

Release Method: Hard Copy

Release Date: 04/22/2021

Created Date: 04/22/2021

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: Smith, Beverly

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice: IN0041606 Acct: AR0006280

Facility ID: FA0006163 Program/Element:8006

Requisition Number(s): 684951

Requisitioner Name(s): Beverly Smith

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Annual Swimming Pool Permit	\$516.00	\$516.00
Deliver To: Smith, Beverly						
Sub Total: \$						516.00
Total: \$						516.00

Account Code Summary		
Account Code	Account Description	Amount
01-30-17101-5309001		\$516.00

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