

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1479642

Vendor Name: Henry Fiene

Invoice Number: B0374268

Invoice Date: 06/10/21

PO Number: B0374268

Check Number: 0282048

Check Amount: \$ 1,300.00

Check Date: 06/14/2021

Department ID: 12331

Reviewer Name:

Voucher Number: V0686334

Redaction Type: None

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

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Mon Jun 14 08:01:33 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Manual Check Enclosed Request PO374268 Ellen McGowan 6-10-21.pdf

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Monday, June 14, 2021 7:15 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Manual Check Enclosed Request PO374268 Ellen McGowan 6-10-21.pdf

Good Morning Marivic,

Can you please process this check requests signed by Ellen Roberts for payment this week? Please add to the check request listing for pick-up on Wednesday.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, June 10, 2021 8:12 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>
Subject: FW: Manual Check Enclosed Request PO374268 Ellen McGowan 6-10-21.pdf

Hi Joyce,

Check print for 6/16 was approved.

If you have any questions, please contact Ellen McGowan.

Thank you and have a good weekend.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: Roberts, Ellen <roberts@cod.edu>
Sent: Thursday, June 10, 2021 7:43 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Manual Check Enclosed Request PO374268 Ellen McGowan 6-10-21.pdf

Vera,

Attached please find the approved form.

Thank you, and have a great weekend.

Ellen

Ellen M. Roberts
Interim Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, June 10, 2021 6:43 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Check Enclosed Request PO374268 Ellen McGowan 6-10-21.pdf

Hi Ellen,

For your approval.

Thank you.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Thursday, June 10, 2021 6:00 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: Manual Check Enclosed Request PO374268 Ellen McGowan 6-10-21.pdf

Hi Vera,

Please forward to Ellen R for approval for a check print on 6/16/21.
Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Thursday, June 10, 2021 9:23 AM
To: McGowan, Ellen <mcgowan@cod.edu>
Subject: Check Enclosed Request PO374268 Ellen McGowan 6-10-21.pdf

Hello,

The attached purchase order and check enclosed has been ordered by Ellen McGowan.

Thank you.

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!](#)

[attachment: ABC Parade Floats (Fiene Henry) 1300.00 06-10-21 Check Enclosed Request PO374268.pdf]

 College of DuPage

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:

1479642
Henry Fiene
D/B/A ABC Parade Floats
3375 W. Columbus Ave
Chicago, IL 60652
Attn: Fiene, Henry

Phone: (773)436-4499
Fax:

Check Enclosed Request for Ellen McGowan 6-10-21 amd

Ellen McGowan
will pick up check
on 6/16/21.

APPROVED

By Ellen M. Roberts at 7:41 pm, Jun 10, 2021

PURCHASE ORDER

374268

Page: 1

Release Method: Hard Copy

Release Date: 06/10/2021

Created Date: 06/10/2021

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Joe Hopper, MAC133

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice: 1814

AP VERIFIED**06/14/21 - MARIA ZERRUDO**

Requisition Number(s): 685938

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	MAC 4th of July Parade Float, per attached contract	\$1,300.00	\$1,300.00

Deliver To: Joe Hopper, MAC133

Sub Total: \$ 1,300.00

Total: \$ 1,300.00

Account Code Summary

Account Code	Account Description	Amount
01-30-12331-5309004		\$1,300.00

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

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

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

374268

Page: 2

Release Method: Hard Copy

Release Date: 06/10/2021

Created Date: 06/10/2021

Company / Sponsor

COLLEGE OF DUPAGE

Address:

425 FAWELL BLVD.

GLEN ELLYN, IL 60137

JOSEPH HOPPER

Phone: 625 484-5012

INVOICE

ABC Parade float

3375 W. Columbus Ave.

Chicago, IL. 60652

Ph. 773-436-4499

abcparadefloats@att.net Date :5-3-2021

Invoice # 1814

Event: GLEN ELLYN 4TH OF JULY	Date: JULY 4, 2021	Cost
Float: 24' F.B.		\$1,000.00
Generator : YES		\$100.00
FLOAT TO HAVE "DECORATIVE" RAILS LEFT AND RIGHT		
4-BENCHES		
FRINGE/FESTOONING: RED/RED		
TOW VEHICLE WITH DRIVER IS AN INDEPENDENT CONTRACTOR SOURCED FOR YOU. THE COST WILL BE		
DEDUCTED FROM THE COST OF THE FLOAT AND PAID DIRECTLY TO THE DRIVER.		
		\$200.00
Tow Vehicle Yes	Driver Yes	Capacity: 2,500 lb
50% Deposit Due to hold / Reserve float service		
Please Pay By This Invoice- No Statement Will Be Sent		Total Cost
		\$1,300.00

We have the right to substitute Float bed for one of equal or greater value. In an unlikely event of a unit not being able to complete a parade due to mechanical malfunction, a pro-rated refund will be made based on the distance traveled over the parade route.

PLEASE NOTE: Overloading a float with equipment or people is not considered a mechanical malfunction. All damages to unit caused by customer abuse will be billed to customer, including loss of use.

Rules & Regulations

1. No overloading of Parade Float with either people or equipment
2. All equipment of any kind added to the float by Sponsor must be secured by Sponsor. ABC not responsible for lost/stolen items
3. We can not transport people or equipment other than through the Parade itself.
4. No pick up before or after & no return to parade line up area
5. No Alcohol/Drug Use or intoxicated participants
6. Children must be supervised by an adult
7. Riders must remain on the Parade Float during the Parade. Except in an emergency.
8. No storage of any hand outs are allowed on the Parade Float or in the Tow Vehicle
9. **A \$75.00 Fee will be billed if trash is left on the float after the parade**

INDEMNITY AGREEMENT

IN CONSIDERATION OF ABC PARADE FLOATS entering into a contract to provide transportation of our float ~~WE (Sponsor)~~ Both parties hereby agree to hold and save ~~ABC PARADE FLOATS~~ each other harmless from any loss, damage or liability which it they may suffer from any claims, demands, action or causes of action that may be made or had against it them by reason of the negligence and/or willfull conduct of our employees, agents and/or goods and/or materials. Sponsor accepts all liability for any and all participants on or around the float and will furnish participants with Rules and Regulations listed above. We also agree to any late fees that may be issued for late payment.

Authorized Agent (Print): Ellen M. Roberts

Sign Here: Ellen M. Roberts Date: 6.8.2021

PAYMENT OF DEPOSIT/TOTAL COST SIGNIFIES AGREEMENT WITH ALL TERMS PRESENTED

If you choose to pay by Credit Card Please complete following information

Last 4 Digits of VISA or MASTERCARD: _____ (to protect your card please call with full number)

Name as is Appears on Card: _____

Card Billing Address: _____ Zip Code: _____

Card Expiration Date: _____ 3 Digit Securty Code: _____ Charge Amt: _____

Card Holder Signature: _____ Date: _____

a 5% fee will be added to your invoice for a credit card process fee