

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1512676
Vendor Name: Sue Franzen
Invoice Number: BE35001247C
Invoice Date: 06/08/21
PO Number: P0373706
Check Number: 0282285
Check Amount: \$ 6,958.40
Check Date: 06/22/2021
Department ID: 02741
Reviewer Name: None
Voucher Number: V0686089
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Tue Jun 08 14:58:15 CDT 2021
To: invoicing@cod.edu
CC: cabays@cod.edu, chento@cod.edu
Subject: [External] Bill #BE35001247C from Proforma Premiums - your PO#373706

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.

Attached please find the invoice for your PO #373706.

The backpacks and bottles were delivered at COD shipping & receiving.
The t-shirts were picked up and Tony Chen has them in his possession.

There was not freight charge for the t-shirts since they were picked up.

Thank you.

Proforma Premiums

Sue Franzen • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

<https://www.proforma.com/premiums>

[attachment: Customer Bill BE35001247C.pdf]

Original Bill

Proforma Premiums
Telephone: 630-844-3147
Email: sue.franzen@proforma.com

Bill Number BE35001247C
Bill Date 6/8/2021
Due Date 8/6/2021
Terms Net 60
Sales Order SE35001247
Sales Person Sue Franzen

Sold To

Tony Chen
College of Dupage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2537
chento@cod.edu

Shipped To

College of Dupage
Susan Cubay
425 Fawell Blvd.
Glen Ellyn, IL 60137

APPROVED
06/14/21 - KRISTINE FAY

Customer PO: 373706

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Sun Fun	Sun Fun Drawstring Backpack White imprint Assorted colors	28	28	0	2.0000	Each	-	\$56.00
set-up	set-up charge and shipping	1	1	0	35.0000	Each	-	\$35.00
24 oz. Tritan	Sergeant2 24 oz. Tritan Water bottle Green bottle Black lid White imprint on front	20	20	0	5.5000	Each	-	\$110.00
set-up	set-up charge and shipping	1	1	0	45.0000	Each	-	\$45.00
screen print	Gildan 5000 100% cotton t-shirt black Full color imprint left chest One color in black full back	28	28	0	13.7500	Each	-	\$385.00
screen print	small - xlarge set-up charge	1	1	0	10.0000	Each	-	\$10.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$641.00	-	-	\$641.00	-	-	\$641.00 USD		

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

Please detach this portion and return with your payment.

Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001247C	6/8/2021	\$641.00 USD

BILL TO:

College of Dupage
Tony Chen
425 Fawell Blvd.
Glen Ellyn, IL 60137

PLEASE SEND PAYMENT TO:

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001252A

Invoice Date: 06/08/21

PO Number: P0373759

Check Number: 0282285

Check Amount: \$ 6,958.40

Check Date: 06/22/2021

Department ID: 02737

Reviewer Name:

Voucher Number: V0686090

Redaction Type: None

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

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Tue Jun 08 13:48:02 CDT 2021
To: invoicing@cod.edu
CC: cabays@cod.edu, chento@cod.edu
Subject: [External] Bill #BE35001252A from Proforma Premiums

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.

Attached please find the invoice for your PO#373759.
The backpacks and bottles have been delivered.
The polos were picked up at the screen printers and are in Tony's possession.

Please let me know if you have any questions.
Thank you.

Proforma Premiums

Sue Franzen • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com

<https://www.proforma.com/premiums>



[Click here to Find Proforma Promotional Products](#)

[attachment: Customer Bill BE35001252A.pdf]

PROforma

Original Bill

Proforma Premiums
Telephone: 630-844-3147
Email: sue.franzen@proforma.com

Bill Number BE35001252A
Bill Date 6/8/2021
Due Date 8/6/2021
Terms Net 60
Sales Order SE35001252
Sales Person Sue Franzen

Sold To

Tony Chen
College of Dupage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2537
chen@cod.edu

Shipped To

College of Dupage
Susan Cabay
Shipping & Rec #373759
425 Fawell Blvd.
Glen Ellyn, IL 60137

APPROVED
06/14/21 - KRISTINE FAY

Customer PO: 373759

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
7300	Polos Hunter Green Logo left chest 11 small 25 medium 29 large 18 xlarge 13 2xlarge	96	96	0	17.0000	Each	-	\$1,632.00
set-up charge	Set-up charge	1	1	0	10.0000	Each	-	\$10.00
Backpack	High Sierra Impact Backpack Black White imprint	82	82	0	24.9500	Each	-	\$2,045.90
set-up	set-up charge transfer in white	1	1	0	55.0000	Each	-	\$55.00
bottle	Copper Vacuum Insulated Bottle Rose Gold Black imprint on both sides	82	82	0	11.0000	Each	-	\$902.00
set-up charge	set-up charge	1	1	0	55.0000	Each	-	\$55.00
Line-Item Total		Freight Amount		Tax Amount		Sub Total		Deposits
\$4,699.90		\$220.00		-		\$4,919.90		-
						Credits/Discounts		Amount Due:
						-		\$4,919.90 USD

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

Please detach this portion and return with your payment.

Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001252A	6/8/2021	\$4,919.90 USD

BILL TO:

College of Dupage
Susan Cabay
425 Fawell Blvd.
Glen Ellyn, IL 60137

PLEASE SEND PAYMENT TO:

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001270A

Invoice Date: 06/17/21

PO Number: P0374082

Check Number: 0282285

Check Amount: \$ 6,958.40

Check Date: 06/22/2021

Department ID: 00181

Reviewer Name:

Voucher Number: V0687297

Redaction Type: None

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

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Thu Jun 17 12:28:16 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Bill #BE35001270A from Proforma Premiums

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.

Attached are the following bill(s):

BE35001270A | 1397.50 USD | 6/17/2021 | PO #: 374082

Please let me know if you have any questions or need additional information.

Thank you very much for your business!

Sue Franzen
Owner
(630) 844-3147
Proforma Premiums

[attachment: Customer Bill BE35001270A.pdf]
[attachment: 3081387.pdf]

Original Bill

Proforma Premiums

Telephone: 630-844-3147

Email: sue.franzen@proforma.com

Bill Number BE35001270A

Bill Date 6/17/2021

Due Date 8/15/2021

Terms Net 60

Sales Order SE35001270

Sales Person Sue Franzen

Sold To

Lauren Ryan
College of Dupage
425 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2267
ryanl196@cod.edu

Shipped To

College of Dupage
Lauren Ryan
Receiving #374082
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: 374082

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Sanitizer	Clean Z Pen Sanitizer Lime green Black imprint	500	500	0	1.1500	Each	-	\$575.00
set-up	repeat set-up charge	1	1	0	22.5000	Each	-	\$22.50
Stylus Pens	Lavon Stylus Pens 200 lime 100 teal 100 purple 100 red white imprint	500	500	0	0.7800	Each	-	\$390.00
Colorblock Polo	SanMar PSST - Ladies LST685 SportTex Colorblock Polo dark green Men's ST685 - dark green polo Left chest embroidery Dark Green Colorblock Polo Embroidered white left chest	6	6	0	32.0000	Each	-	\$192.00
	Ladies 1 small 1 medium 2 large 2 xlarge							
Colorblock Polo	Dark Green Colorblock Polo Embroidered left chest Ladies 1 3xlarge	1	1	0	36.0000	Each	-	\$36.00

Remittance Advice - Shown on last page

Billed Customer #	Bill Number	Bill Date	Amount Due
Continued	Continued	Continued	Continued

Customer PO: 374082

Item #	Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
Colorblock Polo	Dark Green Colorblock Polo Embroidered left chest Men's 1 large 1 xlarge	2	2	0	32.0000	Each	-	\$64.00
Colorblock Polo	Dark Green Colorblock Polo Embroidered left chest Men's 1 2xlarge	1	1	0	34.0000	Each	-	\$34.00
Line-Item Total	Freight Amount	Tax Amount	Sub Total	Deposits	Credits/Discounts	Amount Due:		
\$1,313.50	\$84.00	-	\$1,397.50	-	-	\$1,397.50 USD		

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you for your business!

Please detach this portion and return with your payment.

Remittance Advice

Billed Customer #	Bill Number	Bill Date	Amount Due
C0E3500193	BE35001270A	6/17/2021	\$1,397.50 USD

BILL TO:

College of Dupage
Lauren Ryan
425 Fawell Blvd.
Glen Ellyn, IL 60137

PLEASE SEND PAYMENT TO:

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

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:

1512676
Sue Franzen
dba Proforma Premiums
520 Kingsway Dr
Aurora, IL 60506
Attn: Sue Franzen

Phone: (630)844-3147
Fax:

PURCHASE ORDER

374082

Page: 1

Release Method: Hard Copy

Release Date: 06/03/2021

Created Date: 06/03/2021

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: Ryan, Lauren**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Customer Proposal YE35001028B

Requisition Number(s): 685678**Requisitioner Name(s):** Lauren Ryan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	Santizer	500	Each	Hand Sanitizer Pens - Student Swag	\$1.15	\$575.00
Deliver To: Ryan, Lauren						
2	set-up charge	1	Each	Setup Charge - Hand Sanitizer Pens	\$22.50	\$22.50
Deliver To: Ryan, Lauren						
3	Shipping/Freight	1	Each	Shipping/Freight - Hand Sanitizers	\$22.00	\$22.00
Deliver To: Ryan, Lauren						
4	Stylus Pens	500	Each	Stylus Pens - Student Swag	\$0.78	\$390.00
Deliver To: Ryan, Lauren						
5	Shipping/Freight	1	Each	Shipping/Freight - Pens	\$30.00	\$30.00
Deliver To: Ryan, Lauren						
6	Colorblock Polo	6	Each	SFA Department Polo Shirts - Women's Small - XLarge	\$32.00	\$192.00
Deliver To: Ryan, Lauren						
7	Colorblock Polo	1	Each	SFA Department Polo Shirts - Women's 3xl	\$36.00	\$36.00
Deliver To: Ryan, Lauren						
8	Colorblock Polo	2	Each	SFA Department Polo Shirts - Men's l-xl	\$32.00	\$64.00
Deliver To: Ryan, Lauren						
9	Colorblock Polo	1	Each	SFA Department Polo Shirts - Men's 2xl	\$34.00	\$34.00
Deliver To: Ryan, Lauren						

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

PURCHASE ORDER

374082

Page: 2

Release Method: Hard Copy

Release Date: 06/03/2021

Created Date: 06/03/2021

10	Shipping/Freight	1 Each	Shipping/Freight - Polos	\$32.00	\$32.00
Deliver To: Ryan, Lauren					

Sub Total: \$ 1,397.50

Total: \$ 1,397.50

Account Code Summary

Account Code	Account Description	Amount
01-30-00449-5407001		\$1,397.50

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