

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1188426  
Vendor Name: Village of Glen Ellyn, Illinois  
Invoice Number: B0374410  
Invoice Date: 06/17/21  
PO Number: B0374410  
Check Number: 0282366  
Check Amount: \$ 300.00  
Check Date: 06/22/2021  
Department ID: 39055  
Reviewer Name:  
Voucher Number: V0687268  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

**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:**

1188426  
Village of Glen Ellyn, Illinois  
535 Duane St  
Attn: Food and Beverage Tax  
Glen Ellyn, IL 60137  
Attn: Christina Coyle

Phone: 123-123-1234  
Fax:

Check Enclosed Request: Facilities to pick up on  
Wednesday June 23 at Finance Office per April Fern  
6/17/21 amd

**PURCHASE ORDER**

374410

Page: 1

Release Method: Hard Copy

Release Date: 06/17/2021

Created Date: 06/17/2021

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Le Mieux-Murphy, Jo

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

Permit 20202799

Requisition Number(s): 686118

Requisitioner Name(s): April Fern

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Village of Glen Ellyn for Manual Check Request for Permit Fee for Drawings/Inspection of Softball Field	\$300.00	\$300.00
<div style="border: 2px solid blue; padding: 10px; text-align: center;"> <b>AP VERIFIED</b>  <b>06/18/21 - ISABEL BARRIOS</b> </div>						Sub Total: \$ 300.00
						Total: \$ 300.00

**Account Code Summary**

Account Code	Account Description	Amount
03-90-39055-5303001		\$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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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

**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  
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.

**PURCHASE ORDER**

374410

**Page:** 2**Release Method:** Hard Copy**Release Date:** 06/17/2021**Created Date:** 06/17/2021

## Inman, Donald

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**From:** Inman, Donald  
**Sent:** Thursday, June 10, 2021 4:32 PM  
**To:** Inman, Donald  
**Subject:** FW: [External] RE: permit 20202799 ready for pickup  
**Attachments:** 2020 Contractor Listing Sheet FILLABLE 041420lg.pdf

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**From:** Laura Tisinai <ltisinai@glenellyn.org>  
**Sent:** Thursday, June 10, 2021 12:08 PM  
**To:** Inman, Donald <inmand1960@cod.edu>; Le Mieux-Murphy, Josephine <lemieux-murphyj@cod.edu>  
**Cc:** Amy McKenna <amckenna@glenellyn.org>  
**Subject:** [External] RE: permit 20202799 ready for pickup

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.

Don,

The permit cost for this will be \$300.00, as we are transferring the \$5,000 deposit from a different permit. I will need your contractor listing sheet for this project as well. (attached)

Regards,

*Laura Tisinai*

Laura Tisinai | Permit Manager | Community Development Department  
Village of Glen Ellyn | 535 Duane Street | Glen Ellyn, IL 60137  
[ltisinai@glenellyn.org](mailto:ltisinai@glenellyn.org) | p 630.547.5250 | direct 630.547.5253

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**From:** Inman, Donald [<mailto:inmand1960@cod.edu>]  
**Sent:** Wednesday, June 9, 2021 6:17 PM  
**To:** Le Mieux-Murphy, Josephine <lemieux-murphyj@cod.edu>  
**Cc:** Amy McKenna <amckenna@glenellyn.org>; Laura Tisinai <ltisinai@glenellyn.org>  
**Subject:** permit 20202799 ready for pickup

Jo,

Did we get a price for permit yet? It could take a while for COD to cut a check and we need to start right after board meeting.

Don

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From: Dando, Anne Marie <dandoa@cod.edu>  
Sent: Thu Jun 17 18:13:33 CDT 2021  
To: invoicing@cod.edu  
CC: ferna@cod.edu  
Subject: Check Enclosed Request PO374410 A Fern 6-17-21.pdf  
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Hello,

The attached purchase order and check enclosed has been ordered by April Fern. Kindly work directly with her as needed.

Check Enclosed Request: Facilities to pick up on Wednesday June 23 at Finance Office

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](mailto:dandoa@cod.edu)

**[Click Here for current bids/Rfps!](#)**

**[COD: Check out our Team Site!](#)**

[attachment: Check Enclosed Request PO374410 A Fern 6-17-21.pdf]