

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1512676
Vendor Name: Sue Franzen
Invoice Number: BE35001247B
Invoice Date: 06/08/21
PO Number: P0373747
Check Number: 0282920
Check Amount: \$ 14,223.15
Check Date: 07/13/2021
Department ID: 02738
Reviewer Name: None
Voucher Number: V0686091
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Tue Jun 08 14:54:21 CDT 2021
To: invoicing@cod.edu
CC: cabays@cod.edu, chento@cod.edu
Subject: [External] Bill #BE35001247B from Proforma Premiums - Your PO#373474

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# 373747

The backpacks, and bottles were received at COD Shipping & Rec.
The t-shirts were picked up and Tony Chen has them in his possession.

Please note 80 shirts were ordered but there were more small – xlarge, and less 2xlarge so the invoice is less than your PO.
Also, since the t-shirts were picked up there wasn't any freight cost for the t-shirts.

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 BE35001247B.pdf]

Original Bill

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

Bill Number BE35001247B
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 Cayay
425 Fawell Blvd.
Glen Ellyn, IL 60137

APPROVED
06/14/21 - KRISTINE FAY

Customer PO: 373747

| Item # | Item Description | QTY Billed | QTY Ordered | Back Order | Unit Price | Per | Credit | Amount |
|-----------------|---|----------------|-------------|------------|------------|-------------------|--------|----------------|
| Sun Fun | Sun Fun Drawstring Backpack White imprint Assorted colors | 80 | 80 | 0 | 2.0000 | Each | - | \$160.00 |
| set-up | set-up charge and email proof | 1 | 1 | 0 | 40.0000 | Each | - | \$40.00 |
| 24 oz. Tritan | Sergeant2 24 oz. Tritan Water bottle Green bottle Black lid White imprint on front | 80 | 80 | 0 | 5.5000 | Each | - | \$440.00 |
| set-up | set-up charge | 1 | 1 | 0 | 35.0000 | Each | - | \$35.00 |
| screen print | Gildan 5000 100% cotton t-shirt black Full color imprint left chest One color in black full back small - xlarge | 78 | 78 | 0 | 13.7500 | Each | - | \$1,072.50 |
| screen print | Gildan 5000 100% cotton t-shirt black Full color imprint left chest One color in black full back 2xlarge | 2 | 2 | 0 | 17.7500 | Each | - | \$35.50 |
| screen print | set-up charge | 1 | 1 | 0 | 40.0000 | Each | - | \$40.00 |
| Line-Item Total | | Freight Amount | | Tax Amount | | Sub Total | | Deposits |
| \$1,823.00 | | \$75.00 | | - | | \$1,898.00 | | - |
| | | | | | | Credits/Discounts | | Amount Due: |
| | | | | | | - | | \$1,898.00 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 | BE35001247B | 6/8/2021 | \$1,898.00 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: BE35001239A
Invoice Date: 06/16/21
PO Number: P0373638
Check Number: 0282920
Check Amount: \$ 14,223.15
Check Date: 07/13/2021
Department ID: 00446
Reviewer Name: Nancy Nieto
Voucher Number: V0687205
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Franzen, Sue <sue.franzen@proforma.com>
Sent: Wed Jun 16 16:55:30 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Bill #BE35001239A from Proforma Premiums - Your PO#373638

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):

BE35001239A | 4263.79 USD | 6/16/2021 | PO #: 373638

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

Please note the shipping costs came in less than noted on your PO.
You were invoiced for actual shipping.

Thank you very much for your business!

Sue Franzen
Owner
(630) 844-3147
Proforma Premiums

APPROVED
07/01/21 - DAVID SWOPE

[attachment: Customer Bill BE35001239A.pdf]
[attachment: College of DuPage PO 373638.pdf]

Original Bill

Proforma Premiums

Telephone: 630-844-3147

Email: sue.franzen@proforma.com

Bill Number BE35001239A

Bill Date 6/16/2021

Due Date 8/14/2021

Terms Net 60

Sales Order SE35001239

Sales Person Sue Franzen

Sold To

Saraliz Jimenez
College of Dupage
455 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-3039
jjimene@cod.edu

Shipped To

See drop ship list
~~drop ship list~~
~~drop ship list~~
~~drop ship list, IL 60137~~

APPROVED
07/01/21 - DAVID SWOPE

Customer PO: 373638

Customer Reference: 373638

| Item # | Item Description | QTY Billed | QTY Ordered | Back Order | Unit Price | Per | Credit | Amount |
|-----------------|---|----------------|----------------|---------------|---------------|------------|--------|-------------------|
| | Perfect 8 Gift Set | | | | | | | |
| Gift Set | Lunch bag, flashlight, earbuds, notebook, twist pen, tumbler, carabiner multi tool and cleaning cloth Item color purple, imprint color white on each item | 76 | 76 | 0 | 25.0000 | Each | - | \$1,900.00 |
| set-up | set-up charge one color imprint on all 8 items | 1 | 1 | 0 | 200.0000 | Each | - | \$200.00 |
| LTM | less than minimum charge | 1 | 1 | 0 | 70.0000 | Each | - | \$70.00 |
| Line-Item Total | | Freight Amount | | Tax Amount | | Sub Total | | Deposits |
| \$2,170.00 | | \$2,093.79 | | - | | \$4,263.79 | | Credits/Discounts |
| | | | | | | | | Amount Due: |
| | | | | | | | | \$4,263.79 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 | BE35001239A | 6/16/2021 | \$4,263.79 USD |

BILL TO:

College of Dupage
Nancy Nieto
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

373638

Page: 1

Release Method: Hard Copy

Release Date: 05/10/2021

Created Date: 05/10/2021

Ship To:

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: (630) 942-2217

Fax: (630) 942-3750

Deliver To: Nancy Nieto

APPROVED**07/01/21 - DAVID SWOPE**

PO Created By: Towne, Jordan

Purchase Order Comments:

According to 34 CFR § 99.31 and 99.33., the vendor will perform a service or a function for which the institution would otherwise use employees; is under the direct control of the institution with respect to the use and maintenance of education records; meets the criteria set forth in the institution's notification of rights for being a school official with a legitimate educational interest in the education records; and will use education records only for authorized purposes and agrees not to re-disclose the education records unless the vendor is otherwise authorized to do so.

In this instance the vendor is authorized to mail the items purchased directly to the student and is not authorized to re-disclose or use educational records for personal gains, advertising or promotion.

Requisition Number(s): 684806

Requisitioner Name(s): Nancy Nieto

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|-------------------------|-------------|-----|------|---|----------------------|-----------------|
| 1 | | 76 | Each | Gift Set (Purple with white on each item) | \$25.00 | \$1,900.00 |
| Deliver To: Nancy Nieto | | | | | | |
| 2 | | 1 | Each | Set-up charge | \$200.00 | \$200.00 |
| Deliver To: Nancy Nieto | | | | | | |
| 3 | | 1 | Each | Less than minimum charge | \$70.00 | \$70.00 |
| Deliver To: Nancy Nieto | | | | | | |
| 4 | | 1 | Each | Estimated freight | \$2,812.00 | \$2,812.00 |
| Deliver To: Nancy Nieto | | | | | | |
| | | | | | Sub Total: \$ | 4,982.00 |
| | | | | | Total: \$ | 4,982.00 |

Account Code Summary

| Account Code | Account Description | Amount |
|---------------------|---------------------|------------|
| 01-30-00446-5309001 | | \$4,982.00 |

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

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

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.

PURCHASE ORDER

373638

Page: 2

Release Method: Hard Copy

Release Date: 05/10/2021

Created Date: 05/10/2021

APPROVED

07/01/21 - DAVID SWOPE

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001271A

Invoice Date: 06/24/21

PO Number: P0374083

Check Number: 0282920

Check Amount: \$ 14,223.15

Check Date: 07/13/2021

Department ID: 00449

Reviewer Name:

Voucher Number: V0688214

Redaction Type: None

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

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Thu Jun 24 13:21:52 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Bill #BE35001271A from Proforma Premiums - Your PO#374083

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):

BE35001271A | 1751.77 USD | 6/24/2021 | PO #: 374083

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 BE35001271A.pdf]
[attachment: 3081388.pdf]

Original Bill

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

Bill Number BE35001271A
Bill Date 6/24/2021
Due Date 8/22/2021
Terms Net 60
Sales Order SE35001271
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 #374083
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: 374083

| Item # | Item Description | QTY Billed | QTY Ordered | Back Order | Unit Price | Per | Credit | Amount |
|-----------------|---|------------|-------------|------------|-------------------|----------------|--------|----------|
| Stress Reliever | Squeezies Smart Phone Stress Reliever White with black imprint | 200 | 200 | 0 | 1.5000 | Each | - | \$300.00 |
| set-up | set-up charge | 1 | 1 | 0 | 40.0000 | Each | - | \$40.00 |
| zoom light | White zoom light One color imprint in black | 100 | 100 | 0 | 4.0000 | Each | - | \$400.00 |
| set-up | set-up charge | 1 | 1 | 0 | 60.0000 | Each | - | \$60.00 |
| pencils | 12 piece colored pencils natural one color imprint in black | 200 | 200 | 0 | 1.4900 | Each | - | \$298.00 |
| set-up | set-up charge | 1 | 1 | 0 | 40.0000 | Each | - | \$40.00 |
| large piggy | Large Nose Piggy Green with white imprint | 200 | 200 | 0 | 2.1500 | Each | - | \$430.00 |
| set-up | set-up charge | 1 | 1 | 0 | 55.0000 | Each | - | \$55.00 |
| Line-Item Total | Freight Amount | Tax Amount | Sub Total | Deposits | Credits/Discounts | Amount Due: | | |
| \$1,623.00 | \$128.77 | - | \$1,751.77 | - | - | \$1,751.77 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 | BE35001271A | 6/24/2021 | \$1,751.77 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

374083

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 YE35001027A

Requisition Number(s): 685679**Requisitioner Name(s):** Lauren Ryan

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|---------------------------------|-------------------|-----|------|---|------------|-------------|
| 1 | stress reliever | 200 | Each | Stress Reliever - Smart Phone Squeeze - Student Swag | \$1.50 | \$300.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 2 | set-up charge | 1 | Each | Set-up Charge - Stress Reliever Squeeze | \$40.00 | \$40.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 3 | shipping/freight | 1 | Each | Shipping/Freight - Stress Relievers | \$48.00 | \$48.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 4 | zoom webcam light | 100 | Each | Zoom Light - Webcam Light | \$4.00 | \$400.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 5 | set-up charge | 1 | Each | Set-up Charge - Webcam Light | \$60.00 | \$60.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 6 | shipping/freight | 1 | Each | Shipping/Freight - Webcam Light | \$20.00 | \$20.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 7 | pencils | 200 | Each | Colored Pencils - Student Swag | \$1.49 | \$298.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 8 | set-up charge | 1 | Each | Set-up Charge - Colored Pencils | \$40.00 | \$40.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 9 | shipping/freight | 1 | Each | Shipping/Freight - Colored Pencils | \$20.00 | \$20.00 |
| 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

374083

Page: 2

Release Method: Hard Copy

Release Date: 06/03/2021

Created Date: 06/03/2021

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|--------------------------|------------------|-----|------|---|------------|-------------|
| 10 | large piggy | 200 | Each | Large Nose Piggy Bank - Student Swag | \$2.15 | \$430.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 11 | set-up charge | 1 | Each | Set-up Charge - Piggy Bank | \$55.00 | \$55.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| 12 | shipping/freight | 1 | Each | Shipping/Freight - Piggy Banks | \$93.00 | \$93.00 |
| Deliver To: Ryan, Lauren | | | | | | |
| Sub Total: \$ | | | | | | 1,804.00 |
| Total: \$ | | | | | | 1,804.00 |

Account Code Summary

| Account Code | Account Description | Amount |
|---------------------|---------------------|------------|
| 01-30-00449-5407001 | | \$1,804.00 |

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

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001263A

Invoice Date: 06/24/21

PO Number: P0374016

Check Number: 0282920

Check Amount: \$ 14,223.15

Check Date: 07/13/2021

Department ID: 00453

Reviewer Name:

Voucher Number: V0688221

Redaction Type: None

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

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Thu Jun 24 14:01:19 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Bill #BE35001263A from Proforma Premiums- Your PO #374016

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):

BE35001263A | 547.00 USD | 6/24/2021 | PO #: 374016

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 BE35001263A.pdf]
[attachment: 3079682.pdf]

Original Bill

Proforma Premiums

Telephone: 630-844-3147

Email: sue.franzen@proforma.com

Bill Number BE35001263A

Bill Date 6/24/2021

Due Date 8/22/2021

Terms Net 60

Sales Order SE35001263

Sales Person Sue Franzen

Sold To

Elena McNab
College of Dupage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2158
mcnabe@cod.edu

Shipped To

College of Dupage
Elena McNab
Shipping & Rec #374016
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: 374016

| Item # | Item Description | QTY Billed | QTY Ordered | Back Order | Unit Price | Per | Credit | Amount |
|-----------------|---|------------|-------------|------------|-------------------|--------------|--------|----------|
| | Sport-Tek Colorblock Raglan Anorak. Color: Kelly Grn/Wht: 2 - M, 3 - XL | 5 | 5 | 0 | 32.0000 | Each | - | \$160.00 |
| | Port Authority EZCotton Polo. Color: Green Glen: 2 - S, 3 - XL | 5 | 5 | 0 | 25.0000 | Each | - | \$125.00 |
| | Port Authority Ladies R-Tek Pro Fleece Full-Zip Vest. Color: Black/Black: 2 - M, 2 - XL | 4 | 4 | 0 | 42.0000 | Each | - | \$168.00 |
| | Port Authority Ladies R-Tek Pro Fleece Full-Zip Vest. Color: Black/Black: 1 - XXL | 1 | 1 | 0 | 44.0000 | Each | - | \$44.00 |
| | tape edit charge | 1 | 1 | 0 | 20.0000 | Each | - | \$20.00 |
| Line-Item Total | Freight Amount | Tax Amount | Sub Total | Deposits | Credits/Discounts | Amount Due: | | |
| \$517.00 | \$30.00 | - | \$547.00 | - | - | \$547.00 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 | BE35001263A | 6/24/2021 | \$547.00 USD |

BILL TO:

College of Dupage
Elena McNab
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

374016

Page: 1

Release Method: Hard Copy

Release Date: 05/26/2021

Created Date: 05/26/2021

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: McNab, Elena**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Proposal Number: YE35001024B

Requisition Number(s): 685647**Requisitioner Name(s):** Elena McNab

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|---------------------------------|-------------|-----|------|--|----------------------|---------------|
| 1 | JST63 | 5 | Each | Sport Tek Colorblock Raglan Forest Green Embroidery left chest 2 medium 3 xlarge | \$32.00 | \$160.00 |
| Deliver To: McNab, Elena | | | | | | |
| 2 | LK8000 | 5 | Each | Men's Polos Green Glen Embroidery left chest 2 small 3 xlarge | \$25.00 | \$125.00 |
| Deliver To: McNab, Elena | | | | | | |
| 3 | L228 | 4 | Each | Ladies Pro Fleece Full Zip - black Embroidery left chest 2 medium 2 xlarge | \$42.00 | \$168.00 |
| Deliver To: McNab, Elena | | | | | | |
| 4 | L228 | 1 | Each | Ladies Pro Fleece Full Zip - black Embroidery left chest 2xlarge | \$44.00 | \$44.00 |
| Deliver To: McNab, Elena | | | | | | |
| 5 | Tape edit | 1 | Each | Tape edit | \$20.00 | \$20.00 |
| Deliver To: McNab, Elena | | | | | | |
| 6 | | 1 | Each | Shipping | \$30.00 | \$30.00 |
| Deliver To: McNab, Elena | | | | | | |
| | | | | | Sub Total: \$ | 547.00 |
| | | | | | Total: \$ | 547.00 |

Account Code Summary

| Account Code | Account Description | Amount |
|---------------------|---------------------|----------|
| 01-10-00453-5401001 | | \$547.00 |

Terms and Conditions:

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

374016

Page: 2**Release Method:** Hard Copy**Release Date:** 05/26/2021**Created Date:** 05/26/2021

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.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001279A

Invoice Date: 06/29/21

PO Number: P0374162

Check Number: 0282920

Check Amount: \$ 14,223.15

Check Date: 07/13/2021

Department ID: 00453

Reviewer Name:

Voucher Number: V0689319

Redaction Type: None

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

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Tue Jun 29 13:31:38 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Bill #BE35001279A from Proforma Premiums for yoru PO#374162

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):

BE35001279A | 4792.08 USD | 6/29/2021 | PO #: 374162

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 BE35001279A.pdf]
[attachment: 3082009.pdf]

Original Bill

Proforma Premiums

Telephone: 630-844-3147

Email: sue.franzen@proforma.com

Bill Number BE35001279A

Bill Date 6/29/2021

Due Date 8/27/2021

Terms Net 60

Sales Order SE35001279

Sales Person Sue Franzen

Sold To

Elena McNab
College of Dupage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2158
mcnabe@cod.edu

Shipped To

College of Dupage
Elena McNab
Receiving #374162
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: 374162

| Item # | Item Description | QTY Billed | QTY Ordered | Back Order | Unit Price | Per | Credit | Amount |
|-----------------|--|------------|-------------|------------|-------------------|----------------|--------|------------|
| Tote | Anirondack Tote Lime green, black imprint | 500 | 500 | 0 | 1.3000 | Each | - | \$650.00 |
| set-up | set-up charge Imprint area: 4w x 6h | 1 | 1 | 0 | 55.0000 | Each | - | \$55.00 |
| Karma bottle | Karma Bottle Green White imprint | 100 | 100 | 0 | 6.7000 | Each | - | \$670.00 |
| set-up | set-up charge Imprint area: 5"T x 3.1"w | 1 | 1 | 0 | 55.0000 | Each | - | \$55.00 |
| Umbrella | 58" Vented Auto Open Golf Umbrella Black/white Black imprint | 30 | 30 | 0 | 13.7900 | Each | - | \$413.70 |
| set-up | set-up charge Imprint area: 8w x 6h | 1 | 1 | 0 | 55.0000 | Each | - | \$55.00 |
| Journal | Canvas Bound Journal Black White imprint | 600 | 600 | 0 | 3.6900 | Each | - | \$2,214.00 |
| set-up | set-up charge Imprint area: 3.25w x 3"h | 1 | 1 | 0 | 55.0000 | Each | - | \$55.00 |
| Line-Item Total | Freight Amount | Tax Amount | Sub Total | Deposits | Credits/Discounts | Amount Due: | | |
| \$4,167.70 | \$624.38 | - | \$4,792.08 | - | - | \$4,792.08 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 | BE35001279A | 6/29/2021 | \$4,792.08 USD |

BILL TO:

College of Dupage
Elena McNab
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

374162

Page: 1

Release Method: Hard Copy

Release Date: 06/05/2021

Created Date: 06/05/2021

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: McNab, Elena**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Proposal Number: YE35001026B

Requisition Number(s): 685607**Requisitioner Name(s):** Elena McNab

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|---------------------------------|--------------|-----|------|--|------------|-------------|
| 1 | Tote | 500 | Each | Anirondack Tote Lime green, black imprint | \$1.30 | \$650.00 |
| Deliver To: McNab, Elena | | | | | | |
| 2 | set-up | 1 | Each | set-up charge Imprint area: 4w x 6h | \$55.00 | \$55.00 |
| Deliver To: McNab, Elena | | | | | | |
| 3 | Karma bottle | 100 | Each | Karma Bottle Green White imprint | \$6.70 | \$670.00 |
| Deliver To: McNab, Elena | | | | | | |
| 4 | set-up | 1 | Each | set-up charge Imprint area: 5"T x 3.1"w | \$55.00 | \$55.00 |
| Deliver To: McNab, Elena | | | | | | |
| 5 | Umbrella | 30 | Each | 58" Vented Auto Open Golf Umbrella Black/white Black imprint | \$13.79 | \$413.70 |
| Deliver To: McNab, Elena | | | | | | |
| 6 | set-up | 1 | Each | set-up charge Imprint area: 8w x 6h | \$55.00 | \$55.00 |
| Deliver To: McNab, Elena | | | | | | |
| 7 | Journal | 600 | Each | Canvas Bound Journal Black White imprint | \$3.69 | \$2,214.00 |
| Deliver To: McNab, Elena | | | | | | |
| 8 | set-up | 1 | Each | set-up charge Imprint area: 3.25w x 3"h | \$55.00 | \$55.00 |
| Deliver To: McNab, Elena | | | | | | |

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

374162

Page: 2

Release Method: Hard Copy

Release Date: 06/05/2021

Created Date: 06/05/2021

| | | | | | |
|--------------------------|----------|--------|----------|----------|----------|
| 9 | Shipping | 1 Each | Shipping | \$775.00 | \$775.00 |
| Deliver To: McNab, Elena | | | | | |

Sub Total: \$ 4,942.70

Total: \$ 4,942.70

Account Code Summary

| Account Code | Account Description | Amount |
|---------------------|---------------------|------------|
| 01-10-00453-5401001 | | \$4,942.70 |

Terms and Conditions:

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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.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: BE35001286A

Invoice Date: 07/06/21

PO Number: P0374350

Check Number: 0282920

Check Amount: \$ 14,223.15

Check Date: 07/13/2021

Department ID: 00820

Reviewer Name:

Voucher Number: V0689912

Redaction Type: None

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

Document Below

From: Franzen, Sue <sue.franzen@proforma.com >
Sent: Tue Jul 06 15:04:52 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Bill #BE35001286A from Proforma Premiums - PO#374350

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):

BE35001286A | 970.51 USD | 7/6/2021 | PO #: 374350

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 BE35001286A.pdf]
[attachment: 3084672.pdf]

Original Bill

Proforma Premiums

Telephone: 630-844-3147

Email: sue.franzen@proforma.com

Bill Number BE35001286A

Bill Date 7/6/2021

Due Date 9/3/2021

Terms Net 60

Sales Order SE35001286

Sales Person Sue Franzen

Sold To

Angela Bender
College of Dupage
425 Fawell Blvd.
GLEN ELLYN, IL 60137
Phone: 630-942-2469
bendera893@cod.edu

Shipped To

College of Dupage
Angela Bender
Receiving #374350
425 Fawell Blvd.
Glen Ellyn, IL 60137

3 WAY MATCH

Customer PO: 374350

| Item # | Item Description | QTY Billed | QTY Ordered | Back Order | Unit Price | Per | Credit | Amount |
|-----------------|--|------------|-------------|------------|-------------------|--------------|--------|----------|
| Notepads | 4x6 Adhesive Notepads 25 sheets per pad Exact repeat from previous order | 500 | 500 | 0 | 0.8400 | Each | - | \$420.00 |
| Tumbler | Matt Tumbler Silver with dark green imprint | 72 | 72 | 0 | 5.7000 | Each | - | \$410.40 |
| set-up | set-up charge | 1 | 1 | 0 | 50.0000 | Each | - | \$50.00 |
| Line-Item Total | Freight Amount | Tax Amount | Sub Total | Deposits | Credits/Discounts | Amount Due: | | |
| \$880.40 | \$90.11 | - | \$970.51 | - | - | \$970.51 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 | BE35001286A | 7/6/2021 | \$970.51 USD |

BILL TO:

College of Dupage
Angela Bender
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

374350

Page: 1

Release Method: Hard Copy

Release Date: 06/16/2021

Created Date: 06/16/2021

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: Wolfe, Julie**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Proposal #YE35001031A
Date 6.10.21

Requisition Number(s): 686076**Requisitioner Name(s):** Julie Wolfe

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|--------------------------|-------------|-----|------|---------------|----------------------|---------------|
| 1 | 1512676 | 1 | Each | Notepads | \$420.00 | \$420.00 |
| Deliver To: Wolfe, Julie | | | | | | |
| 2 | 1512676 | 1 | Each | Tumblers | \$410.40 | \$410.40 |
| Deliver To: Wolfe, Julie | | | | | | |
| 3 | 1512676 | 1 | Each | Set-up charge | \$50.00 | \$50.00 |
| Deliver To: Wolfe, Julie | | | | | | |
| 4 | 1512676 | 1 | Each | Freight | \$110.00 | \$110.00 |
| Deliver To: Wolfe, Julie | | | | | | |
| | | | | | Sub Total: \$ | 990.40 |
| | | | | | Total: \$ | 990.40 |

Account Code Summary

| Account Code | Account Description | Amount |
|---------------------|---------------------|----------|
| 01-80-00820-5407001 | | \$990.40 |

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.
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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

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

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.

PURCHASE ORDER

374350

Page: 2**Release Method:** Hard Copy**Release Date:** 06/16/2021**Created Date:** 06/16/2021