

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1625059

Vendor Name: Live Oak Pottery Inc

Invoice Number: 01282021

Invoice Date: 01/28/21

PO Number: P0372431

Check Number: 0282952

Check Amount: \$ 425.00

Check Date: 07/13/2021

Department ID: 00297

Reviewer Name:

Voucher Number: V0688211

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:**

1625059  
Live Oak Pottery Inc  
9382 Jennings Rd  
Morrison, CO 80465

Attn: Justin Lambert

Phone: 720-772-0382  
Fax:

Check Enclosed Request - Vendor will not  
provide product without payment first.  
6/24/21 amd

**PURCHASE ORDER**

372431

Page: 1

Release Method: Hard Copy

Release Date: 02/16/2021

Created Date: 02/17/2021

**Ship To:**

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

**AP VERIFIED****06/28/21 - BETTANY CRUSE**

Deliver To: MAC 266

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

INV 01282021

Requisition Number(s): 683575

Requisitioner Name(s): Levi Yastrow

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Omnitemp Dual Pyrometer	\$400.00	\$400.00
Deliver To: MAC 266						
2		1	Each	Shipping	\$25.00	\$25.00
Deliver To: MAC 266						
Sub Total: \$						425.00
Total: \$						425.00

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00297-5401002		\$425.00

**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 Act of 1974.

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From: Dando, Anne Marie <dandoa@cod.edu>  
Sent: Thu Jun 24 13:40:01 CDT 2021  
To: invoicing@cod.edu  
CC: yastrowl@cod.edu  
Subject: Check Enclosed Request PO372431 Levi Yastrow 6-24-21.pdf  
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Hello,

The attached purchase order and check enclosed has been ordered by Levi Yastrow. This vendor did not disclose the need for payment prior to releasing product order. May you please prepare and send a check to the vendor that includes both the PO and the invoice? If there are any issues, kindly work directly with Levi as needed.

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 PO372431 Levi Yastrow 6-24-21.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

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.

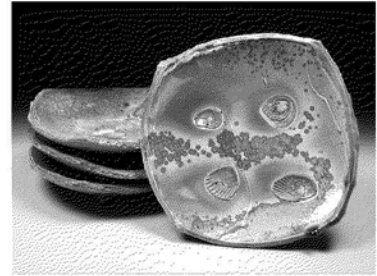
**PURCHASE ORDER**

372431

**Page:** 2**Release Method:** Hard Copy**Release Date:** 02/16/2021**Created Date:** 02/17/2021

## Live Oak Pottery

Send Payment to:  
 Justin Lambert  
 Live Oak Pottery  
 9382 Jennings Rd.  
 Morrison, CO 80465  
 720-772-0382  
[jlpottery.com](http://jlpottery.com)



Make check payable to Live Oak Pottery INV 01282021

Date: \_\_01\_\_ - \_\_28\_\_ - \_\_2021\_\_  
 Name: \_\_College of Dupage Ceramics Department\_\_  
 Address: \_\_425 Fawell Blvd\_\_  
 City: \_\_Glen Ellyn\_\_ State: \_\_Illinois\_\_ Zip: \_\_60137\_\_  
 Phone: \_\_630\_\_ - \_\_942\_\_ - \_\_2896\_\_  
 Email: \_\_yastrowl@cod.edu\_\_

Items Purchased:

Item		Price	Quantity	Total
Omnitemp dual Pyrometer		400	1	400
Shipping		25	1	25
Subtotal	<b><u>\$425</u></b>			
Paid	<b><u>\$0</u></b>			
Amount Due	<b><u>\$425</u></b>			