

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083341
Vendor Name: Crain's Chicago Business
Invoice Number: B0372381
Invoice Date: 02/12/21
PO Number: P0372381
Check Number: 0283539
Check Amount: \$ 139.00
Check Date: 07/27/2021
Department ID: 13290
Reviewer Name:
Voucher Number: V0662611
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Towne, Jordan <townej@cod.edu>
Sent: Thu Feb 25 12:32:17 CST 2021
To: invoicing@cod.edu
CC: carbon@cod.edu
Subject: College of DuPage PO 372381 Check Enclosed Request.pdf

Hello,

Please see the attached check enclosed request for Crain's Chicago Business.

Thank you,

Jordan Towne
Purchasing Expeditor

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

- [Click Here](#) for current bids/Rfps!
- COD: Check out our [Team Site](#)!

[attachment: College of DuPage PO 372381 Check Enclosed Request.pdf]

[attachment: InvoiceSandra (3).pdf]

Bill To:**College of DuPage**

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



Check
Enclosed

PURCHASE ORDER

372381

Page: 1

Release Method: Hard Copy

Release Date: 02/12/2021

Created Date: 02/12/2021

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Vendor:

1083341
Crain's Chicago Business
Subscriber Services
Dept. 77940
Detroit, MI 48277-0940
Attn: Customer Service

Phone: 123-123-1234

Fax:

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: Carbon-Sheldon, Sandra

PO Created By: Towne, Jordan

Purchase Order Comments:

AP VERIFIED**02/25/21 - MARIA ZERRUDO**

Requisition Number(s): 683636

Requisitioner Name(s): Sandra Carbon-Sheldon

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	CRAIN'S Chicago Business	\$139.00	\$139.00

Deliver To: Carbon-Sheldon, Sandra

Sub Total: \$ 139.00

Total: \$ 139.00

Account Code Summary

Account Code	Account Description	Amount
01-90-13290-5406001		\$139.00

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 acctpays@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.

PROFORMA INVOICE

From:

Crain Communications Inc.
1155 Gratiot Ave
Detroit MI. 48207

Date: 2/24/2021

Bill To: Sandra C Sheldon

Acct # 39287646

College of Dupage

Ship To: Sandra C Sheldon

425 Fawell Blvd

College of Dupage

Glen Ellyn, IL, 60137

425 Fawell Blvd

PO 372381

Glen Ellyn, IL, 60137

Item Description	Quantity	Subscriber Pays Total Price in U.S. Dollars	
Crains Chicago Business Print and Digital	1 Year Subscription 52 Issues	\$139.00	

PROFORMA INVOICE

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Send orders with payment to:

Crain Communications
P O Box 37222
Boone, IA 50037

If you are paying by Credit Card please fax this invoice along with your payment information to 386-447-2321.

For ACH delivery:

Bank Routing Number: 072000326
Account Number: 930738708
Account Name: Crain Communications Inc

For Wire Transfers:

Bank Routing Number: 021000021
SWIFT Code: CHASUS33
General Bank Reference Address: JPMorgan Chase New York, NY 10017
Account Number: 930738708
Account Name: Crain Communications Inc

Please note that we do not have an IBAN code.

Bank Contact: Kim Brumlow Client Service Associate, JPMorgan Chase Bank, N.A. 1116 W. Long Lake Rd.
Bloomfield Hills, MI 48302 248-839-0050
Federal Tax ID: 36-0708800
Dun & Bradstreet: 005065891