

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1187319
Vendor Name: Mark E. Foss
Invoice Number: 561
Invoice Date: 05/10/21
PO Number: P0374433
Check Number: E0085487
Check Amount: \$ 1,462.50
Check Date: 07/07/2021
Department ID: 00423
Reviewer Name: Paula Burns
Voucher Number: V0682854
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Fanelli Munguia, Catherine <munguiac@cod.edu>
Sent: Mon Jun 21 13:11:01 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: COD PO#374433

Please accept the attached invoice. The vendor doesn't use email.

Thanks,
Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate
Arts, Communication and Hospitality
Google Voice: 630-442-0156

[attachment: 3085662.pdf]
[attachment: Mark Foss Piano Tuning.pdf]



Invoice #561

Mar 10, 2021

BILL TO

College of DuPage
425 Fawell Blvd. ?Accounts Payable
Glen Ellyn, IL 60137-6599
acct@cod.edu

FROM

Foss Piano Service
46w009 Keslinger Rd
Elburn, IL 60119
mark.foss@me.com
+1 6306060883

INVOICE ITEMS

AMOUNT

Tune pianos. 5 studios/ 8practice pianos
13 units x \$125.00/unit

\$1,625.00

Discount (2 or more Pianos)
13 units x -\$12.50/unit

-\$162.50

APPROVED

06/21/21 - ANTHONY RAMOS

\$1,462.50

PAYMENT DUE APR 09, 2021

MESSAGE

Thanks for your business.

**INVOICE REVIEWED
OKAY TO PAY
PAULA BURNS 06/21/21**

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

374433

Page: 1

Release Method: Hard Copy

Release Date: 06/21/2021

Created Date: 06/21/2021

*** Confirming Purchase Order *****Vendor:**

1187319
Mark Foss
46W009 Keslinger Rd
Elburn, IL 60119

Attn: Customer Service

Phone: 630-365-6440
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: Munguia, Cassi MAC 219

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Invoice#561

Requisition Number(s): 685901

Requisitioner Name(s): Cassi Munguia

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Tune Practice and Studio Pianos - 13 units	\$1,462.50	\$1,462.50
Deliver To: Munguia, Cassi MAC 219						
Sub Total: \$						1,462.50
Total: \$						1,462.50

Account Code Summary

Account Code	Account Description	Amount
01-20-00423-5302001		\$1,462.50

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.

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

374433

Page: 2**Release Method:** Hard Copy**Release Date:** 06/21/2021**Created Date:** 06/21/2021*** Confirming Purchase Order ***

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.