

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1627678
Vendor Name: Illinois Aviation Academy
Invoice Number: 131242
Invoice Date: 04/14/21
PO Number: P0373284
Check Number: E0085613
Check Amount: \$ 6,000.00
Check Date: 07/13/2021
Department ID: 02637
Reviewer Name: Barbara Groves
Voucher Number: V0672848
Redaction Type: None
Document Type: AP Invoice

Document Below

Illinois Aviation Academy, Inc.

West Chicago, IL 60185

Invoice

| Date | Invoice # |
|-----------|-----------|
| 4/14/2021 | 131242 |

Bill To

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

APPROVED

07/06/21 - LISA STOCK

| P.O. No. | Terms | Project |
|----------|-------|---------|
| 373284 | | |

| Quantity | Description | Rate | Amount |
|---|---|--------------|-------------------|
| | Aviation Program Curriculum Development | 6,000.00 | 6,000.00 |
| | Sales Tax for the State of Illinois | 8.00% | 0.00 |
| INVOICE REVIEWED OKAY TO PAY BARBARA GROVES 07/02/21 | | Total | \$6,000.00 |

From: katies@illinoisaviation.com <katies@illinoisaviation.com >
Sent: Mon Apr 19 15:05:21 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Invoice 131242

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 is invoice 131242 for PO 373284. Please review and contact me with any questions.

Thank you,

Katie Shimp
General Manager/Accounting
Illinois Aviation Academy
630-513-2224

[attachment: PO 373284.pdf]

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:

1627678
Illinois Aviation Academy
32W751 Tower Rd
West Chicago, IL 60185

Attn: Robert Werderich

Phone: 630-330-8097
Fax:

PURCHASE ORDER

373284

Page: 1

Release Method: Hard Copy

Release Date: 04/12/2021

Created Date: 04/12/2021

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: Tom Brady HTC 1009

PO Created By: Casey, Kevin

Purchase Order Comments:

Requisition Number(s): 684785

Requisitioner Name(s): Jonita Ellis

| # | Vendor Item | QTY | UOM | Description | Unit Price | Total Price |
|---|-------------|-----|------|---|------------|-------------|
| 1 | | 1 | Each | Perk Fund - Aviation Program Curriculum Development | \$6,000.00 | \$6,000.00 |

Deliver To: Tom Brady HTC 1009

Sub Total: \$ 6,000.00

Total: \$ 6,000.00

Account Code Summary

| Account Code | Account Description | Amount |
|---------------------|---------------------|------------|
| 06-10-02637-5309001 | | \$6,000.00 |

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

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

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

PURCHASE ORDER

373284

Page: 2

Release Method: Hard Copy

Release Date: 04/12/2021

Created Date: 04/12/2021