

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082201
Vendor Name: Assoc. of Il. Music Schools (A
Invoice Number: 0009
Invoice Date: 08/12/21
PO Number: B0000366
Check Number: 0283775
Check Amount: \$ 60.00
Check Date: 08/17/2021
Department ID: 00345
Reviewer Name: Glenn Glinke
Voucher Number: V0693980
Redaction Type: None
Document Type: AP Invoice

Document Below

From: noreply@esmsolutions.com <noreply@esmsolutions.com >
Sent: Thu Aug 12 15:10:06 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Information Only - Blanket Orders Notification - 2506506 - 08/09/2021 15:35-Fanelli Munguia-ASSOC. IL. MUSIC SCHOOLS (AIMS)

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.

Dear Check,

The following Blanket Orders has been sent to ASSOC. IL. MUSIC SCHOOLS (AIMS) on behalf of Jordan Towne.

If you wish to contact the requester, please do so at townelj@cod.edu

Thank you,
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.

PURCHASE ORDER



ASSOC. IL. MUSIC SCHOOLS (AIMS)
Don Reddick, School of Music
1 University Ave, Onu Box 6044
Bourbonnais, IL 60914
United States
Attn: Dr. Don Reddick
Phone: 999-999-9999

Date: 08/12/2021
Purchase Order #: B0000366
Transaction #: 2506506
Requested By: Catherine Fanelli Munguia
Requester Email: munguiac@cod.edu
Authorized By: Jordan Towne

Ship To

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Matthew Shevitz
Phone: 630-942-2238

INVOICE



Invoice #: 0009
 Invoice Date: Jun 18, 2021
 Due date: Oct 31, 2021

Association of Illinois Music Schools

Rebecca Ryan, President

illinoisaims.org

Amount due:
\$60.00



Scan. Pay. Go

**INVOICE REVIEWED
 OKAY TO PAY**

Bill To: **GLENN GLINKE 08/16/21**

shevitzm@cod.edu

| Description | Quantity | Price | Amount |
|---|----------|---------|--------------------|
| Association of Illinois Music Schools 2021-2022 Annual Membership Dues AIMS is an organization to assist those in decision making positions in music units at institutions of higher education throughout the state of Illinois. | 1 | \$60.00 | \$60.00 |
| Subtotal | | | \$60.00 |
| Discount (\$0.00) | | | \$0.00 |
| Shipping | | | \$0.00 |
| Total | | | \$60.00 USD |

**APPROVED
 08/16/21 - KRISTINE FAY**

Notes

Dear Illinois AIMS Membership,

AIMS is an organization to assist those in decision making positions in music units at institutions of higher education throughout the state of Illinois.

You are receiving this invoice because you are listed as the primary contact for your institution and according to our records, are active members of the Illinois Association of Music Schools Member. If you are no longer the primary contact, please update your contact information by completing this form -

Bill To

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

**Order
Comments:**

| Line # | Item # | Description | UOM | QTY | Unit Price | Line Total |
|--|--------|---|------|-----|------------------|------------|
| 1 | | Association of Illinois Music Schools Membership Dues | Each | 1 | 60.00 USD | 60.00 USD |
| <i>Ship To</i> Matthew Shevitz <i>Attn:</i> | | | | | | |
| Subtotal: | | | | | 60.00 USD | |
| Tax: | | | | | 0.00 USD | |
| S & H: | | | | | 0.00 USD | |
| Order Total: | | | | | 60.00 USD | |

General Terms

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.

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[attachment: c9210917-d702-4d16-8f47-ccf64882cd96_AIMS Invoice - 0009.pdf]

<https://forms.gle/GA7ThyRTEDfSpqYK6>.

Annual dues are \$60.00 and payment is due by Oct. 31, 2021. Dues cover participation by all music faculty for a single institution. Membership fees may be paid online via PayPal or via checks made out to "Association of Illinois Music Schools" and mailed to:

Illinois Central College
Attn: AIMS Treasurer, Mr. Tony Jones
1 College Drive
East Peoria, IL 60635

Please direct any questions to our Treasurer, Tony Jones at tjones@icc.edu.

Thank you.
Rebecca Ryan, AIMS President