

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1194156  
Vendor Name: Broadway Play Publishing Inc  
Invoice Number: BPPI-0013187  
Invoice Date: 04/20/21  
PO Number: PO373651  
Check Number: 0283789  
Check Amount: \$ 282.20  
Check Date: 08/17/2021  
Department ID: 00365  
Reviewer Name: Lisa Saltiel  
Voucher Number: V0679380  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: michael@broadwayplaypub.com <michael@broadwayplaypub.com >  
Sent: Wed May 12 11:32:42 CDT 2021  
To: invoicing@cod.edu  
CC: munguiac@cod.edu  
Subject: RE: [External] RE: New submission from Contact Us  
-----

Dear Accounts Payable,

As instructed by Ms. Munguia, please find attached the invoice for your PO #373651. Let us know if we can be of further assistance.

Sincerely,

Michael Q Fellmeth | Executive Director | Broadway Play Publishing Inc | 148 W 80th St, NY, NY 10024 | Tel 212-772-8334 | michael@broadwayplaypub.com

---

**From:** Fanelli Munguia, Catherine <munguiac@cod.edu>  
**Sent:** Wednesday, May 12, 2021 10:32 AM  
**To:** info@broadwayplaypub.com  
**Subject:** RE: [External] RE: New submission from Contact Us  
**Importance:** High

Hello,

Could you please send the invoice to [invoicing@cod.edu](mailto:invoicing@cod.edu)? Our accounts payable department will only pay invoices sent directly to them from the vendor.

Thanks again,  
Cassi

Cassi Fanelli Munguia

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

---

**From:** [info@broadwayplaypub.com](mailto:info@broadwayplaypub.com) <[info@broadwayplaypub.com](mailto:info@broadwayplaypub.com)>  
**Sent:** Tuesday, May 11, 2021 5:27 PM  
**To:** Fanelli Munguia, Catherine <[munguiac@cod.edu](mailto:munguiac@cod.edu)>  
**Subject:** [External] RE: New submission from Contact Us

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.
--

Hello Cassi,

Thank you for your email. We have added the PO number to the order, and a revised invoice has been sent to you from our system for payment from your accounting department. The order has now been forwarded to our warehouse for fulfillment, and we will email you the tracking information when the order ships.

Sincerely,

**From:** Broadway Play Publishing Inc <[orders@broadwayplaypub.com](mailto:orders@broadwayplaypub.com)>

**Sent:** Tuesday, May 11, 2021 4:42 PM

**To:** [info@broadwayplaypub.com](mailto:info@broadwayplaypub.com)

**Subject:** New submission from Contact Us

**Name**

Cassi Munguia

**Email**

[munguiac@cod.edu](mailto:munguiac@cod.edu)

**Phone**

6304878472

**Order Number (if applicable)**

13084

**Message**

Please add PO number 373651 to order number 13084.

Thank you,  
Cassi

[attachment: invoice-BPPI-0013187.pdf]

**BROADWAY PLAY PUBLISHING INC**

148 W 80th St

NY, NY 10024

Tel 212-772-8324

orders@broadwayplaypub.com

www.broadwayplaypub.com

Tax ID 13-3120965

**INVOICE**

Invoice Number: BPPI-0013187

Invoice Date: 4/20/2021

Order Number: 13084

Order Date: 4/20/2021

Customer Number: 17250

Purchase Order: 373651

**APPROVED****07/13/21 - KRISTINE FAY****BILL TO**

College Of Dupage

425 Fawell Blvd

Glen Ellyn, IL 60137

6309422800

munguiac@cod.edu

**SHIP TO**

College Of Dupage

425 Fawell Blvd

Glen Ellyn, IL 60137

Item ID	Item	Price	Qty	Line Total
1988-PUB	Book — The Living Anthony Clarvoe ISBN: 9780881458756	15.95	16	\$255.20

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**LISA SALTIEL 07/13/21**

Subtotal	\$255.20
Shipping	\$24.50 via UPS Ground
Handling	\$2.50
Sales Tax	\$0.00
Payment Method	Purchase Order
<b>Total</b>	<b>\$282.20</b>

**Payment Notes**

Check payments must be in US dollars only. Except for academic and wholesale customers, receipt of payment is required before order will be shipped. Be sure to reference your order number or send a printout of your invoice with payment. Send to: **Broadway Play Publishing Inc, Accounts Receivable, 148 W 80th St, NY, NY 10024**

**Order Notes**

W-9 attached below in case required by your organization.

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Broadway Play Publishing Inc**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**148 W 80th St**

6 City, state, and ZIP code

**New York, NY 10024**

Requester's name and address (optional)

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

1 3 - 3 1 2 0 9 6 5

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ► **1/29/2020**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

