

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1313674
Vendor Name: Advanced Parts & Services
Invoice Number: 218020
Invoice Date: 07/27/21
PO Number: P0000295
Check Number: E0085950
Check Amount: \$ 242.16
Check Date: 08/17/2021
Department ID: 13160
Reviewer Name: None
Voucher Number: V0693777
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Erl, Lisa <erll630@cod.edu>
Sent: Tue Aug 10 09:35:51 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: College of DuPage P0000295.pdf

Good morning!

I believe you already have the invoice for the attached PO but have attached both documents for payment.

Please let me know if you need anything else.

Thanks,

Lisa

Lisa G. Erl
Administrative Assistant, Business Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Towne, Jordan <townej@cod.edu>
Sent: Monday, August 9, 2021 5:23 PM
To: Erl, Lisa <erll630@cod.edu>
Subject: College of DuPage P0000295.pdf

Hi Lisa,

Here is a copy of PO 0000295 for Advanced Parts Services. I did not send this to the vendor because you have the invoice already.

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 P0000295.pdf]

[attachment: Adv Parts PM Invoice218020-637629883971105787.pdf]



1800 Parkes Drive, Broadview, IL 60155
Phone: 800-339-7402 Fax: 708-354-7424

Invoice # : 218020

Invoice Date : 7/27/2021

Customer PO :

Work Order # : 2011225

Bill To : 2908

Location : 2908

College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Request By

Call Type

Terms

Technician

T&M w/ Travel

NET 00

Miguel

Service Performed:

7/13/21 Arrived and called David and met with him and Lynn. Performed preventative maintenance on refrigeration equipment on list and cleaned and sanitized ice machines and bins in kitchen and by cafeteria area. Cleaned the walk in cooler coils and wiped everything down. Checked temperatures and all gaskets.

APPROVED 08/14/21

ELLEN M. ROBERTS

Item	Description	Quantity	Price	Extended
Labor	Labor, Travel		0.00	\$0.00
	Labor, PM Service		0.00	\$0.00
Parts	ADV 207 Evap Foam No Rinse 18oz.	2.00	23.58	\$47.16
	NU 4211-34 Sanitizer, 16oz	1.00	25.00	\$25.00
	NU 4287-34 Cleaner, Nickel Safe, 16oz	6.00	25.00	\$150.00
Miscellaneous	Plumbing Material	1.00	20.00	\$20.00

Commercial Foodservice Equipment

Service - Replacement Parts - Contracts - Repair
Warranty Service - New Installation - Warehousing
Remodeling - Consolidation - Delivery
Preventative Maintenance
Gas - Steam - Electric - Refrigeration

www.APandS.com

Item :	\$222.16
Freight :	\$0.00
Labor :	\$0.00
Miscellaneous :	\$20.00
Sales Tax :	\$0.00
Total :	\$242.16
Paid :	\$0.00
Balance Due :	\$242.16

Purchase Order

Purchase Order #: P0000295

Order Total: 242.16 USD



ADVANCED PARTS SERVICES

Date: 08/09/2021
Transaction #: 2494712
Authorized By: Jordan Towne

Requested By: Lisa Erl
Requester Email: erll630@cod.edu
Phone: 630-942-2232

Supplier Address:
ADVANCED PARTS SERVICES
5348 East Ave
Countryside, Illinois 60525
United States
Attn: Matt Dalbey
Phone: 708-354-7400

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

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		Sodexo Preventative Maintenance Performed Ship To Attn: Lisa Erl	Each	1	242.16 USD	242.16 USD

Subtotal: 242.16 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 242.16 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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