

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1186707

Vendor Name: Scholar Buys

Invoice Number: S38531

Invoice Date: 08/10/21

PO Number: P0000307

Check Number: E0085983

Check Amount: \$ 432.00

Check Date: 08/17/2021

Department ID: 00009

Reviewer Name: Anna Gay

Voucher Number: V0694075

Redaction Type: None

Document Type: AP Invoice

Document Below



**PLEASE NOTE NEW
REMITTANCE
ADDRESS**

Remittance Address:
PO Box 734939
Chicago, IL 60673
P 877.999.9294
F 847.783.7185
scholarbuys.com

Date	Invoice Number	PO Number
8/10/2021	S38531	P0000307

**DUE TO THE PANDEMIC, WE PREFER ACH
PAYMENTS. IF UNABLE, PLEASE SEND
CHECKS TO OUR BANK LOCKBOX ABOVE.**

Bill To

College of DuPage Accounts Payable
Accounts Payable, SRC2049
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2228

Ship To

College of DuPage Shipping & Receiving
Warehouse Manager
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599

Quantity	Item	Description	Per	Amount
24	CSP-MST-OF...	Microsoft CSP: Microsoft Project Plan 3 for students 1 YR Term Current - 11/1/2021	18.00	432.00
		Total sales tax calculated by AvaTax	0.00	0.00
		Anna Gay gayanna@cod.edu 630-942-2502 Customer PO#P0000307		

**INVOICE REVIEW
OKAY TO PAY
ANNA GAY 08/16/21**

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

Total \$432.00

ScholarBuys LLC extends terms to approved K12 and Higher Education institutions. Payment is due to be received no later than thirty (30) days from the date set forth in each respective ScholarBuys LLC invoice. In the event that any debt is not paid in accordance with the above terms, customer shall pay to ScholarBuys LLC interest on the entire outstanding balance due at a rate of one point five percent (1.5%) per month (18% per annum) or at the highest interest rate allowable by law. By submitting a purchase order to ScholarBuys LLC you agree to these terms.

ScholarBuys LLC reserves all remedies available to it in the event the debt is not paid in accordance with the above terms, including all Illinois state contractual remedies available under Illinois law. To that end, ScholarBuys LLC reserves the right to bring any breach of contract claim or related action in Kane County or Cook County, in order to enforce the payment terms of this agreement. Purchaser consents to the jurisdiction and venue of such proceedings.

From: Jessica Mann <jessica.mann@scholarbuys.com >
Sent: Tue Aug 10 14:24:02 CDT 2021
To: invoicing@cod.edu
CC: michael.heap@scholarbuys.com,brendon.palluck@scholarbuys.com,keegan.morgan@scholarbuys.com
Subject: [External] Invoice S38531 from ScholarBuys LLC

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 Customer:

Attached you will find details for your recent ScholarBuys purchase. Thank you for your business!

S38531
432.00

**** PLEASE READ BELOW ****

Due to the pandemic, the majority of our team is working remotely. We are not in our office frequently and payments sent to our physical street address could be delayed.

****PLEASE PAY VIA ACH****

We are making an effort to receive all payments via ACH/EFT. If your school is not currently set up to remit electronically and has the ability to do so, please contact us and we can provide the information necessary to complete electronic payment.

****NEW REMITTANCE ADDRESS****

For those schools unable to issue electronic payments we have established a bank lock box. Please note and hard code our new remittance address below.

SCHOLARBUYS LLC
P.O. Box 734939
Chicago, IL 60673-4939

If you have any questions or would like to confirm the new address please contact our Accounting department at (877)999-9294 ext. 500. Thank you for your attention to this matter!

Sincerely,
ScholarBuys
(877)999-9294 ext. 500