

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089025
Vendor Name: RML Company
Invoice Number: 2022-05-31-4
Invoice Date: 6/9/2022
PO Number: P0003531
Check Number: 0299836
Check Amount: \$ 750.00
Check Date: 06/15/2022
Voucher Number: V0741455
Document Type: AP Invoice

Document Below

Purchase Order**Purchase Order #: P0003531****Order Total: 750.00 USD**

RML Company

Check enclosed request - Payment needed before performance. 6-9-2022 AK

Date: 06/09/2022
Transaction #: 2919134
Authorized By: Amber Kalish

Requested By: Irene Pallasch
Requester Email: pallasch@cod.edu
Phone: 630-942-4295

CONFIRMING REQUEST

Supplier Address:

RML Company
2201 Washington Ave.
Wilmette, IL 60091
United States
Attn: Robert Lewis
Phone: 847-256-2788

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Irene Pallasch
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: INVOICE # 2022-05-31-A

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Providing Bobby Lewis Quintet - 6/14/22 WDCB Night at the Jazz Showcase (2 Sets 8p & 10p)	Each	1	750.00 USD	750.00 USD
Ship To Attn: Irene Pallasch						

Subtotal: 750.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 750.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu, with one document per email. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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 the 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. The Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Powered By: ESM Solutions.

"Kalish, Amber" <kalisha@cod.edu>

Check enclosed for P0003531 Irene Pallasch

"Kalish, Amber" <kalisha@cod.edu>

Fri, Jun 10, 2022 at 03:06 AM GMT

CC: Bindert, Daniel <bindertd@cod.edu>, Pallasch, Irene <pallasch@cod.edu>

BCC:

Hi Irene,

I have attached the PO and am sending it to invoicing@cod.edu as they will process the check enclosed. Please work with them as needed.

Thank you,

Amber Kalish

Procurement Services Assistant

SUMMER HOURS: CLOSED FRIDAYS JUNE 10, 2022 THROUGH AUGUST 12, 2022

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2813 | kalisha@cod.edu

Click Here for current bids/Rfps!

COD: Check out our Team Site!

From: Pallasch, Irene <pallasch@cod.edu>
Sent: Thursday, June 9, 2022 4:04 PM
To: Kalish, Amber <kalisha@cod.edu>
Cc: Bindert, Daniel <bindertd@cod.edu>
Subject: RE: Vendor Intake Form/W9 - RML Company - RESENDING

Thanks Amber!

I have just completed the PO REQ in ESM Purchasing—Trans# 2919134—Dan Bindert is the next approver—I will alert him to watch for it and sign ASAP. I checked “Check Enclosed” in ESM because that is what you noted across the last PO that was done this way—so I hope that was correct. We will need the PO assigned and set up for a Manual Check on WED 6/15/22.

I have to leave at 4:30 today, and won't return till 7pm. But if you have issued the PO# and sent me a copy of it—then the next step is getting it to Vera/for Ellen to sign off on the manual check approval, correct? I will try to do that portion when I return tonight if it's ready. So that Vera will have it for Ellen Monday morning—then Dan Bindert or Ken Scott will have to take it from. I'll be out of town for the next two weeks.

Thank you for all your help with this!

Irene

Irene Pallasch

Administrative Assistant

90.9FM WDCB Public Radio

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

630.942.4295

pallasch@cod.edu

From: Kalish, Amber <kalisha@cod.edu>

Sent: Thursday, June 9, 2022 3:25 PM

To: Bindert, Daniel <bindertd@cod.edu>; Dobersztyn, Theresa <dobersztyn@cod.edu>; Pallasch, Irene <pallasch@cod.edu>

Subject: RE: Vendor Intake Form/W9 - RML Company - RESENDING

Good Afternoon,

This is now complete. VN 1089025.

Thank you,

Amber Kalish

Procurement Services Assistant

425 Fawell Blvd. I I Glen Ellyn, IL 60137-6599 I USA

T: (630) 942.2813 | kalisha@cod.edu

[Click Here](#) for current bids/Rfps!

COD: Check out our [Team Site](#)!

From: Bindert, Daniel <bindertd@cod.edu>

Sent: Thursday, June 9, 2022 2:13 PM

To: Dobersztyn, Theresa <dobersztyn@cod.edu>; Kalish, Amber <kalisha@cod.edu>; Pallasch, Irene <ipallasch@cod.edu>

Subject: Re: Vendor Intake Form/W9 - RML Company - RESENDING

Hi Theresa,

Thanks again for looking into this – if there's any possibility of expediting and moving this along this afternoon so that Irene can continue the process on our end before she leaves on vacation, it would be hugely appreciated.

Thanks!

Dan Bindert

Station manager

WDCB

From: Pallasch, Irene <pallasch@cod.edu>
Sent: Wednesday, June 8, 2022 6:33 PM
To: Dobersztyn, Theresa <dobersztyn@cod.edu>
Cc: Bindert, Daniel <bindertd@cod.edu>
Subject: FW: Vendor Intake Form/W9 - RML Company - RESENDING

Hi Theresa,

I sent the vendor intake info on Mon 6/6, to purchasing proposals and copied Amber, but then found out from A/P that RML was in the system as V#1089025, but de-activated—so I followed up with this note (see below) on Tues 6/7.

Please let me know tomorrow, Thursday, if you or Amber will need any additional information from us. As soon as they are re-activated in the system, I'll submit the PO REQ in ESM Purchasing. We will need a manual check for the invoice total of \$750 to be set up and cut for RML on—WED 6/15/22.

Thank you for your help,

Irene

Irene Pallasch

Administrative Assistant

90.9FM WDCB Public Radio

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

630.942.4295

pallasch@cod.edu

From: Pallasch, Irene
Sent: Tuesday, June 7, 2022 1:41 PM
To: Purchasing Proposals <purchasing@cod.edu>
Cc: Kalish, Amber <kalisha@cod.edu>
Subject: FW: Vendor Intake Form/W9 - RML Company
Importance: High

Hi Amber,

I sent this in yesterday, but I have since found out from A/P that RML is in the system as VN#1089025 but has been de-activated. I know it is quicker to have them re-activated than starting from scratch, right? Can you please have them reactivated and let me know when I can use that VN# to get the IC moving for the manual check approval.

Thanks, Irene

Irene Pallasch

Administrative Assistant

90.9FM WDCB Public Radio

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

630.942.4295

pallasch@cod.edu

From: Pallasch, Irene
Sent: Monday, June 6, 2022 10:52 AM
To: Purchasing Proposals <purchasing@cod.edu>
Cc: Kalish, Amber <kalisha@cod.edu>
Subject: Vendor Intake Form/W9 - RML Company

Hi Purchasing,

This vendor has been used in the past—but not recently, so they may be de-activated—I can't pull them up in ESM Purchasing when I search.

We'll need to set up a manual check for 6/14/22, so please let me know if you can re-activate or you need to do a whole new vendor intake. (I know a re-activation is much quicker!)

Thanks, Irene

Irene Pallasch

Administrative Assistant

90.9FM WDCB Public Radio

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

630.942.4295

pallasch@cod.edu

3 attachments

P0003531.pdf

image001.jpg

image002.png

INVOICE # 2022-05-31-A

May 31, 2022

RML COMPANY
Tax ID #: 36-2693872
2201 Washington Avenue
Wilmette. IL 60091

TO:
WDCB Public Radio
Contact: Ken Scott
ScottK@cod.edu
Event: WDCB Night at The Jazz Showcase
Date: Tues., June 14, 2022

Description:
RML Company will provide Bobby Lewis Quintet for WDCB Night at The Jazz Showcase, with two 60-minute sets at 8pm and 10pm.

Total amount payable to RML Company \$750.00
Terms: Payment due by 8pm on Tues., June 14, 2022

Purchase Order**Purchase Order #: P0003531****Order Total: 750.00 USD**

RML Company

Check enclosed request - Payment needed before performance. 6-9-2022 AK**APPROVED****By Ellen M. Roberts at 8:11 pm, Jun 13, 2022****Date:** 06/09/2022**Transaction #:** 2919134**Authorized By:** Amber Kalish**Requested By:** Irene Pallasch**Requester Email:** pallasch@cod.edu**Phone:** 630-942-4295**CONFIRMING REQUEST****Supplier Address:**RML Company
2201 Washington Ave.
Wilmette, IL 60091
United States
Attn: Robert Lewis
Phone: 847-256-2786**Ship To:**College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Irene Pallasch
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:** INVOICE # 2022-05-31-A

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Providing Bobby Lewis Quintet - 6/14/22 WDCB Night at the Jazz Showcase (2 Sets 8p & 10p)	Each	1	750.00 USD	750.00 USD
Ship To Attn: Irene Pallasch						

Subtotal: 750.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 750.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu, with one document per email. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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 the 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. The Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Powered By: ESM Solutions.