

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082110  
Vendor Name: Art Institute of Chicago  
Invoice Number: 20220224UPP  
Invoice Date: 5/13/2022  
PO Number: P0003079  
Check Number: 0300106  
Check Amount: \$ 15,000.00  
Check Date: 06/27/2022  
Voucher Number: V0739869  
Document Type: AP Invoice

Document Below



THE ART INSTITUTE OF CHICAGO

111 South Michigan Avenue Chicago, Illinois 60603 312.443.3600

INVOICE

DATE: May 13, 2022

TO: Cassi Fanelli Munguia  
Academic Division Business Associate  
Arts, Communication, and Hospitality  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, Illinois 60137

FROM: Madeline Shearer  
Associate Director, Institutional Relations  
The Art Institute of Chicago  
111 South Michigan Avenue  
Chicago, Illinois 60618

RE: Invoice – University Partner Program

Invoice Number: 20220224UPP

Items	Total
University Partner Program	\$15,000.00
<b>Total Due to Art Institute:</b>	<b>\$15,000.00</b>

*Please make check payable to The Art Institute of Chicago and remit to the contact above.*

DUE: May 31, 2022

Madeline Shearer <mshearer1@artic.edu>

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[External] Re: College of DuPage Po No. P0003079 for University Partners Program

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Madeline Shearer <mshearer1@artic.edu>

Fri, May 13, 2022 at 02:42 PM GMT

CC: Fanelli Munguia, Cassi <munguiac@cod.edu>

BCC:

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.

Hi all,

Thanks for this. Not sure exactly what's needed, but here's an updated invoice and our ACH info. Also I edited a copy of the PO with some updated info in my address line.

Maddie

On Thu, May 12, 2022 at 1:49 PM Casey, Kevin <caseyk650@cod.edu> wrote:

Dear Vendor,

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Please confirm receipt of PO (Reply ALL) and process accordingly.

Kindly follow thread below to view the College of DuPage (COD) Purchase Order presented for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm  
Shipping questions? Contact the COD Warehouse at: 630-942-2550.

Invoicing,

**Procurement Services does not process payments.**

..

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to **invoicing@cod.edu** to ensure proper approval routing and expedited payments.

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### **Submission of Invoices Instructions**

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice.
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### **Safer, Efficient, and Expedited Payments**

#### **ACH Payments**

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Please submit requests to [purchasing@cod.edu](mailto:purchasing@cod.edu).

..

**Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228.**

..

***Thank you!***

***Procurement Services***

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

..

--  
Madeline Shearer  
Associate Director  
Institutional Relations  
The Art Institute of Chicago

[artic.edu](http://artic.edu)

111 South Michigan Avenue Chicago, Illinois 60603

312-443-3139

Hours and visiting policies

---

**3 attachments**

1919\_001.pdf

AIC Stock and Wire transfer information 2022.pdf

2022-1-24\_COD\_UPP Invoice.pdf

# INVOICE

Invoice ID: 0500-1232-7178

<b>Vendor</b>	Art Institute of Chicago
<b>Requester</b>	Catherine Fanelli Munguia [   0049620   munguiac]
<b>Created By</b>	Joyce Sekerka [   0353607   sekerkaj]
<b>Create Date</b>	05/13/2022

## Invoice Information

<b>Vendor</b>	Art Institute of Chicago [1082110]
<b>Invoice Number</b>	630-942
<b>Invoice Date</b>	05/12/2022
<b>Invoice Amount</b>	15,000.00 USD
<b>Check Memo</b>	Ship To - Attn: Catherine Fanelli Munguia Transaction Name: Art Institute Partnership-Fanelli Munguia-ART INSTITUTE CHICAGO 05/09/2022 14:21 CT Catherine Fanelli Munguia - I have attached an approved
<b>PO Number</b>	0700-0031-8595

## Invoice Notes

**J Sekerka** 05/13/2022 09:45 AM  
Email address of sender: mshearer1@artic.edu.  
Email received timestamp: 05/13/2022 14:45 GMT

## Allocation Details

		Amount [USD]
<b>PO Item</b>		15,000.00
<b>Amount To Be Expensed</b>		15,000.00
<b>01_20_00423_5309001</b>	DEPT: Dean-Arts, Comm. & Hospitality	
<b>Line</b>	0001	
<b>Description</b>	University Partners Program	
<b>Override Tkpr</b>	Chrome River College of DuPage [Creator   chromeriver   chromeriver]	
<b>Invoice Quantity</b>	1	
<b>U/M</b>	Each	
<b>Unit Price</b>	15,000.00	

Allocation Summary		Amount (USD)
01_20_00423_5309001	DEPT: Dean-Arts, Comm. & Hospitality	15,000.00
	OBJECT CODE: Other Contractual Services Exp	

Expense Summary		Amount (USD)
PO Item		15,000.00

## Purchase Order

 <b>Purchase Order #:</b> P0003079 <b>ART INSTITUTE CHICAGO</b> <b>College of DuPage</b>		<b>Order Total:</b> 15,000.00 USD				
<b>Date:</b> 05/12/2022 <b>Transaction #:</b> 2788988 <b>Authorized By:</b> Kevin Casey		<b>Requested By:</b> Catherine Fanelli Munguia <b>Requester Email:</b> munguiac@cod.edu <b>Phone:</b> 630-942-2595				
<b>Supplier Address:</b> ART INSTITUTE CHICAGO Dept. of Special Events 111 South Michigan Ave. Chicago, Illinois 60603-6110 United States Attn: Madeline Shearer Phone: <del>969-999-9999</del> <b>312-443-3139</b>		<b>Ship To:</b> College of DuPage College of DuPage Shipping & Receiving 425 Fairwell Blvd. Glen Ellyn, IL 60137 United States Attn: Catherine Fanelli Munguia Phone: 630-942-2238				
<b>Bill To:</b> College of DuPage College of DuPage Accounts Payable 425 Fairwell Blvd. Glen Ellyn, IL 60137 United States Attn: Invoicing@cod.edu Phone: 630-942-2223						
<b>Order Comments:</b>						
<b>Line #</b>	<b>Item #</b>	<b>Description</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Line Total</b>
1		University Partners Program	Each	1	15,000.00 USD	15,000.00 USD
Ship To Attn: Catherine Fanelli Munguia						
<b>Subtotal:</b> 15,000.00 USD <b>Tax:</b> 0.00 USD <b>S &amp; H:</b> 0.00 USD <b>Order Total:</b> 15,000.00 USD						
<b>General Terms</b>						
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, 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 E9997-3351-06.						
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.						



Madeline Shearer <mshearer1@artic.edu>

---

[External] Re: College of DuPage Po No. P0003079 for University Partners Program

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Madeline Shearer <mshearer1@artic.edu>

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***Thank you!***

**Procurement Services**

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Madeline Shearer  
Associate Director  
Institutional Relations  
The Art Institute of Chicago

[artic.edu](http://artic.edu)

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Hours and visiting policies

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1919\_001.pdf

AIC Stock and Wire transfer information 2022.pdf

2022-1-24\_COD\_UPP Invoice.pdf

# INVOICE

Invoice ID: 0500-1232-7179

<b>Vendor</b>	Art Institute of Chicago
<b>Created By</b>	Joyce Sekerka [   0353607   sekerkaj]
<b>Create Date</b>	05/13/2022

## Invoice Information

<b>Vendor</b>	Art Institute of Chicago [1082110]
<b>Address</b>	[6630dda5-4df6-4aca-8109-859c7908d64e] Dept. of Special Events 111 South Michigan Ave. Chicago, IL 60603-6110
<b>Invoice Number</b>	051322111.0
<b>Invoice Date</b>	05/13/2022
<b>Invoice Amount</b>	111.00 USD

## Invoice Notes

**J Sekerka** 05/13/2022 09:45 AM  
Email address of sender: mshearer1@artic.edu.  
Email received timestamp: 05/13/2022 14:45 GMT

## Expense Summary

Amount (USD)

THE ART INSTITUTE OF CHICAGO

111 SOUTH MICHIGAN AVENUE, CHICAGO, ILLINOIS 60603-6110 • TELEPHONE: 312-499-4950 • FAX: 312-443-8194

**WIRE TRANSFER INFORMATION**

Bank:

Bank of America  
135 South LaSalle Street  
Chicago, Illinois 60603

ACH ABA # or FedWire ABA # or SWIFT BIC (international only)  
0710-00039 0260-09593 BOFAUS3N

Account:

Museum Donations:

The Art Institute of Chicago – Development Operations Account

Account Number – 8666318434

Reference: (Insert Donor Name and Art Institute Contact Name Here)

Or

School (SAIC) Donations:

The Art Institute of Chicago – SAIC Donations

Account Number – 8666318453

Reference: (Insert Donor Name and Art Institute Contact Name Here)

**STOCK TRANSFER INFORMATION**

The following information will be helpful in executing a gift of stock to the Art Institute of Chicago or the School of the Art Institute via DTC stock transfer.

Bank:

Northern Trust Company  
50 S. LaSalle Street  
Chicago, Illinois 60675

DTC #:  
2669

Account Number:  
26-00515

Northern Trust Contact:

J. J. Standring 312-557-5439  
312-557-2710 (fax)  
JJ512@ntrs.com (email)

When making a stock transfer, we ask that your broker send a letter to the Art Institute of Chicago, alerting us to your gift. This letter may be directed to:

Veronica Wellons 312-443-8630  
Advancement Operations  
The Art Institute of Chicago  
111 S Michigan Ave  
Chicago Illinois 60603  
Email: VWellons@artice.edu

On occasion stock gifts are received without a donor's name attached to them. A letter from your broker ensures that your name will be attached to your gift upon its receipt.

Madeline Shearer <mshearer1@artic.edu>

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