

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1670714

Vendor Name: Electra Chrome Inc. Dba Big Apple Props

Invoice Number: P0004447

Invoice Date: 9/16/2022

PO Number: P0004447

Check Number: E0091514

Check Amount: \$ 4,142.61

Check Date: 09/21/2022

Voucher Number: V0755682

Document Type: AP Invoice

Document Below

Purchase Order**Purchase Order #: P0004447**Electra Chrome Inc. Dba Big Apple
Props**Order Total: 4,142.61 USD****Date:** 09/16/2022
Transaction #: 3056827
Authorized By: Eric Frick**Check enclosed request - Needs payment
to send to Electra Chrome Inc. Dba Big
Apple Props 09-16-2022 EF****Requested By:** Molly Junokas
Requester Email: junokasm@cod.edu
Phone: 630-942-3042**CONFIRMING REQUEST****Supplier Address:**Electra Chrome Inc. Dba Big Apple Props
49 Rider Avenue
Patchogue, NY 11772
United States
Attn:
Phone: 631-730-7782**Ship To:**College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Diana Martinez
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		36" Tall x 6" Thick Hard Coated Letters (GLEN ELLYN)	Each	9	408.29 USD	3,674.61 USD
Ship To Attn: Diana Martinez						
2		Shipping/Delivery	Each	1	468.00 USD	468.00 USD
Ship To Attn: Diana Martinez						

Subtotal: 4,142.61 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 4,142.61 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.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

"Frick, Eric" <fricke@cod.edu>

Check enclosed request P0004447 Molly Junokas

"Frick, Eric" <fricke@cod.edu>

Fri, Sep 16, 2022 at 09:19 PM GMT

CC: Junokas, Molly <junokasm@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Molly Junokas. Kindly work directly with her as needed.

Thank you.

Eric Frick

Purchasing Expeditor

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

T: (630) 942.2576 | fricke@cod.edu

Click Here for current bids/Rfps!

COD: Check out our Team Site!

2 attachments

image001.jpg

P0004447.pdf

INVOICE

Invoice ID: 0500-1288-8783

Vendor	Electra Chrome Inc. DbA Big Apple Props
Requester	Molly Junokas [0334312 junokasm]
Created By	Joyce Sekerka [0353607 sekerkaj]
Create Date	09/16/2022

Invoice Information

Vendor	Electra Chrome Inc. DbA Big Apple Props [1670714]
Address	[50037990-7dde-4187-96a9-27ff33833b4c] 49 Rider Ave Patchogue, NY 11772
Invoice Number	0912223674.61
Invoice Date	09/12/2022
Invoice Amount	3,674.61 USD
FiscalYear	FY23
EthINVAPType	IM
EthINVHDBank	IM


Invoice Notes

M Zerrudo 09/22/2022 10:40 AM
ALREADY PAID

J Sekerka 09/16/2022 04:26 PM
Email address of sender: noreply@esmsolutions.com.
Email received timestamp: 09/16/2022 21:26 GMT

Expense Summary

Amount (USD)

**BIG APPLE PROPS**

Company of DuPage: Art/Media/Junkies

Address: 1234 N. Main St.

City: Naperville, IL 60537

Phone: 630-941-8043

Customer Name: [Blank]

Address: 123 W. Washington St.

City: Chicago, IL 60601

Phone: 312-555-1234

Date Ordered: 8/11/2012

Delivery Date: 8/29/2012

P.O. #: [Blank]

Item #

Qty

Unit Price

Amount

1	1	24" TALL KID'S RAMP (WOODEN)	\$468.00
2	1		
3	1		
4	1		
5	1		
6	1		
7	1		
8	1		
9	1		
10	1		
11	1		
12	1		
13	1		
14	1		
15	1		
16	1		
17	1		
18	1		
19	1		
20	1		
21	1		
22	1		
23	1		
24	1		
25	1		

Shipping/Delivery = \$468.00
TOTAL = \$4142.61

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

[External] Information Only - Order Notification - 3056827 - Electra Chrome-Big Apple Props, 83 Special Projects, G22_DPARTPROJ

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

Fri, Sep 16, 2022 at 09:25 PM GMT

CC:

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.

Dear Check,

The following transaction has been sent to Electra Chrome Inc. Dba Big Apple Props on behalf of Eric Frick.

If you wish to contact the requester, please do so at fricke@cod.edu

Thank you,
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



1 attachment

0633d522-b45f-4f72-bcfa-1c922ab13ca1_Electra Chrome-Big Apple Props Q 091222 4142.61 3D Foam Letters Glen Ellyn DPARTS.pdf