

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1212793
Vendor Name: Chef by Request - CBR Ind.
Invoice Number: E19348
Invoice Date: 9/18/2022
PO Number: P0004429
Check Number: E0091639
Check Amount: \$ 7,987.01
Check Date: 09/28/2022
Voucher Number: V0755890
Document Type: AP Invoice

Document Below



Event Invoice

COD - Distinguished Alumni Awards Brunch

Sunday, September 18, 2022
E19348

Client COD	Event Date 9/18/2022 (Sun)	Telephone (630) 942-3008	Fax (630) 790-9806	Event # E19348
Address 425 Fawell Blvd		Booking Contact Fresc, Amy	Site Contact Fresc, Amy	Guests 250 (Act)

COD - Distinguished Alumni Awards Brunch - 9/18/2022 - 11:00 am

250	Celebration Brunch - Buffet @ 18.95	4,737.50
212.5	Beverages @ 4.00	850.00
2	Dessert - Mini Pastries Assortment @ 75.00	150.00
	Staffing Charge	1,200.00
	Delivery Charge	65.00

COD - Distinguished Alumni Awards Brunch - 9/18/2022 - 11:00 am

250	Dipsosable Service Ware - Ala Carte @ 2.50	625.00
1	BUFFET / DISPLAY ITEMS: @ 50.00	50.00
	Corporate Discount	-1,000.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Linens	Total
Subtotal	4,887.50	850.00	0.00	675.00	1,265.00	0.00	-1,000.00	0.00	6,677.50
Event Service Charge	733.13	127.50	0.00	0.00	0.00	0.00	0.00	0.00	860.63
Supply Costs Surcharge	342.13	59.50	0.00	47.25	0.00	0.00	0.00	0.00	448.88
Total	5,962.76	1,037.00	0.00	722.25	1,265.00	0.00	-1,000.00	0.00	7,987.01

Paid	0.00
Balance	7,987.01

Subtotal	6,677.50
Supply Costs S	448.88
Tax	0.00
Total Value	7,987.01

Please make all checks payable to:
Chef by Request - 5100 Academy Dr., #200, Lisle, IL 60532

A Convenience Fee of 3% will be assessed on all charges.

Albert Shelton <ashelton@chefbyrequest.com>

[External] COD - Distinguished Alumni Awards Brunch 9/18/2022 Event Invoice

Albert Shelton <ashelton@chefbyrequest.com>

Thu, Sep 15, 2022 at 07:07 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.

Thursday, September 15, 2022

Dear Sir or Madam,

Chef by Request Catering is submitting this invoice for payment. The invoice E19348 corresponds to COD - Distinguished Alumni Awards Brunch, held on Sunday, September 18, 2022. The event total due is \$7,987.01 and has terms of Net/30 days. Please make check out and mail to:

Chef by Request Catering
5100 Academy Dr. #200
Lisle, IL 60532

Thank you for choosing Chef by Request Catering and we value your partnership.

Albert J. Shelton

General Manager, Chef by Request Catering
630-796-7375 | 630-788-2438 | ashelton@ChefbyRequest.com
www.ChefbyRequest.com

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1 attachment

Invoice - Detailed (E19348).pdf

Purchase Order**Purchase Order #: P0004429****Order Total: 7,987.01 USD**

CHEF BY REQUEST - CBR IND.

Date: 09/15/2022
Transaction #: 3055583
Authorized By: Tsuiyun McCoy

Requested By: Julie Wolfe
Requester Email: wolfej9378@cod.edu
Phone: 630-942-3555

Supplier Address:
CHEF BY REQUEST - CBR IND.
5100 Academy Dr.
Ste 200
Lisle, Illinois 60532
United States
Attn: David Miller
Phone: 999-999-9999

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Julie Wolfe
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: Attached is the signed contract and invoice for our September 18th Distinguished Alumni Event, #E19348
The \$1,000 discount was applied per your contract.

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Celebration Brunch - Buffet	Each	250	18.95 USD	4,737.50 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			
2		Beverages	Each	4	212.50 USD	850.00 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			
3		Dessert	Each	75	2.00 USD	150.00 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			
4		Disposable Service Ware - Ala Carte	Each	250	2.50 USD	625.00 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			
5		BUFFET / DISPLAY ITEMS	Each	1	50.00 USD	50.00 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			
6		CBR Staffing Fees, vendor discount of \$1,000 is taken from this line item	Each	1	200.00 USD	200.00 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			
7		Event Service Charge	Each	1	860.63 USD	860.63 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			
8		Supply Costs Surcharge	Each	1	448.88 USD	448.88 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			
9		Delivery Charge	Each	1	65.00 USD	65.00 USD
		Ship To Attn: Julie Wolfe	MFG/Provider: Chef By Request			

Subtotal: 7,987.01 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 7,987.01 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.

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