

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089525  
Vendor Name: Sony Pictures Classics Inc  
Invoice Number: 021042B  
Invoice Date: 2/21/2023  
PO Number: B0001234  
Check Number: 0310373  
Check Amount: \$ 150.00  
Check Date: 03/14/2023  
Voucher Number: V0778972  
Document Type: AP Invoice

Document Below

Send  
Payment to:

## ***Sony Pictures Classics***

Sony Pictures Classics Lockbox  
PO Box 281819  
Atlanta, GA 30384

# INVOICE

**INVOICE NO: 021042B**  
**DATE: February 21, 2023**

**COLLEGE OF DUPAGE**  
**Attn: SARTHER, JANEY**  
**425 Fawell Blvd.**

**SARTHER@COD.EDU**

**YOU MUST CONTACT US IN ADVANCE IF YOU PLAN ON CHANGING SCREENING DATE**

SALESPERSON	BOOKING #	SHIPPING DATE	SHIPPED VIA	TAX CODE	TERMS
Michael DiCerto	431556				\$150

QUANTITY	DESCRIPTION	TERMS	AMOUNT
1	Booking of PARELLEL MOTHERS free screening on 2/8/23 using DVD <b>SPC DOES NOT PROVIDE DVD</b>  Payment <b><u>must be received prior to screening</u></b> (PLEASE include film title and invoice number on check.) <b><u>We will not accept any cancellations later than one week from play date.</u></b> PLEASE PROVIDE Detailed Box Office Report if applicable.		\$150

Upon receipt of Payment (as defined above), SPC grants the Licensee, and the Licensee accepts from SPC, the non-exclusive, limited license (the "License") to exhibit the Picture solely for non-theatrical exhibition (as such term is known in the industry) and/or educational use within an educational context in a classroom, gallery, library, lecture hall, museum, theater, or similar context, on a one-time only basis, on the date indicated below (the "Date of Use"), by means of DVD.

Balanced  
Owed  
\$150

**\*\* New York State sales tax will be added to NY businesses unless we are provided with Tax Exempt Certificate .Make all checks payable to: Sony Pictures Classics If you have any questions concerning this invoice, please contact Michael Di Certo (212) 833-8850.**

"DiCerto, Michael" <Michael\_Dicerto@spe.sony.com>

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**RE: [External] RE: College of DuPage BO # B0001233**

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"DiCerto, Michael" <Michael\_Dicerto@spe.sony.com>

Tue, Feb 21, 2023 at 07:05 PM UTC

CC:

BCC:

Please see invoice attached for balance due. Details below.

Thanks!

**Regular Mail**

Sony Pictures Classics Lockbox

P.O. Box 281819

Atlanta, GA, 30384-1819

**Express/Overnight/Courier**

Bank of America Lockbox Services

Lockbox 281819

6000 Feldwood Road

College Park, GA 30349

**ACH/Wire**

JPMorgan CHASE BANK

SONY PICTURES CLASSICS

Routing: 021-0000-21 Acct# 910 278-0856

New York, NY 10017

reference THEATER NAME, FILM, & PLAY WEEK

**Michael DiCerto** | Non-Theatrical Sales Manager

**Sony Pictures Classics**

25 Madison Avenue, 24<sup>th</sup> Floor

New York, NY 10010-8601

212.833.8850 | 212.833.8570 (FAX)  
917-697-6348 (cell)

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**From:** Junokas, Molly <junokasm@cod.edu>  
**Sent:** Tuesday, February 21, 2023 12:46 PM  
**To:** DiCerto, Michael <Michael\_Dicerto@spe.sony.com>; Frick, Eric <fricke@cod.edu>  
**Cc:** Pirrone, Angela <Angela\_Pirrone@spe.sony.com>  
**Subject:** RE: [External] RE: College of DuPage BO # B0001233

Hi Michael,

Eric works in our Procurement department and does not handle processing invoices.

However, I can see where the error occurred. I looked in our files at paid invoices, and it looks like we were sent an invoice for \$250 for Parallel Mothers. The invoice was meant for St. Cloud University (see attached for reference).

If you would please send an additional invoice for the \$150 we owe directly to [invoicing@cod.edu](mailto:invoicing@cod.edu), we will be able to process. Please reference B0001234

Let me know if you have any other questions.

Thank you,

**Molly Junokas**

McAninch Arts Center, College of DuPage

630-942-3042 | [junokasm@cod.edu](mailto:junokasm@cod.edu)

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**From:** DiCerto, Michael <[Michael\\_Dicerto@spe.sony.com](mailto:Michael_Dicerto@spe.sony.com)>  
**Sent:** Tuesday, February 21, 2023 11:42 AM

**To:** Frick, Eric <[fricke@cod.edu](mailto:fricke@cod.edu)>

**Cc:** Junokas, Molly <[junokasm@cod.edu](mailto:junokasm@cod.edu)>; Pirrone, Angela <[Angela\\_Pirrone@spe.sony.com](mailto:Angela_Pirrone@spe.sony.com)>

**Subject:** RE: [External] RE: College of DuPage BO # B0001233

Eric-

We were paid an incomplete amount. \$650 will cover The Duke. We are still owed \$150 for Parallel Mothers. The invoices had already been submitted as PDFs.

How do you wish to cove the \$150?

**Michael DiCerto** | Non-Theatrical Sales Manager

**Sony Pictures Classics**

25 Madison Avenue, 24<sup>th</sup> Floor

New York, NY 10010-8601

212.833.8850 | 212.833.8570 (FAX)

917-697-6348 (cell)

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**From:** Frick, Eric <[fricke@cod.edu](mailto:fricke@cod.edu)>

**Sent:** Tuesday, February 21, 2023 12:39 PM

**To:** DiCerto, Michael <[Michael\\_Dicerto@spe.sony.com](mailto:Michael_Dicerto@spe.sony.com)>

**Cc:** Junokas, Molly <[junokasm@cod.edu](mailto:junokasm@cod.edu)>; Pirrone, Angela <[Angela\\_Pirrone@spe.sony.com](mailto:Angela_Pirrone@spe.sony.com)>

**Subject:** RE: [External] RE: College of DuPage BO # B0001233

Please submit all invoices directly to our Accounts Payable Department. Invoices must be sent in PDF format to [invoicing@cod.edu](mailto:invoicing@cod.edu) to ensure proper approval routing and expedited payments.

- Blanket Order Numbers must be clearly indicated on the invoice
- Electronic invoices must be sent in **PDF format Only** to [invoicing@cod.edu](mailto:invoicing@cod.edu)
- **One invoice per e-mail is required**
- Non-BO invoices must contain department number for proper routing of approvals

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

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**From:** DiCerto, Michael <[Michael\\_Dicerto@spe.sony.com](mailto:Michael_Dicerto@spe.sony.com)>  
**Sent:** Tuesday, February 21, 2023 11:36 AM  
**To:** Frick, Eric <[fricke@cod.edu](mailto:fricke@cod.edu)>  
**Cc:** Junokas, Molly <[junokasm@cod.edu](mailto:junokasm@cod.edu)>; Pirrone, Angela <[Angela\\_Pirrone@spe.sony.com](mailto:Angela_Pirrone@spe.sony.com)>  
**Subject:** [External] RE: College of DuPage BO # B0001233

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.

Eric-

We received as check today (check #308070 for \$650). The two invoices attached are for \$400 each for a total of \$800.

Please advise.

**Michael DiCerto** | Non-Theatrical Sales Manager

**Sony Pictures Classics**

25 Madison Avenue, 24<sup>th</sup> Floor

New York, NY 10010-8601

212.833.8850 | 212.833.8570 (FAX)  
917-697-6348 (cell)

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**From:** Frick, Eric <[fricke@cod.edu](mailto:fricke@cod.edu)>  
**Sent:** Thursday, January 12, 2023 3:13 PM  
**To:** DiCerto, Michael <[Michael\\_Dicerto@spe.sony.com](mailto:Michael_Dicerto@spe.sony.com)>  
**Cc:** Junokas, Molly <[junokasm@cod.edu](mailto:junokasm@cod.edu)>  
**Subject:** College of DuPage BO # B0001233

Dear Vendor,

Please confirm receipt of Blanket Order (BO) No. B0001233 and process accordingly.

To avoid any confusion, COD requests all packages and invoices include the Blanket Order Number for each shipment or payment.



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

## **Instructions for Submission of Invoices**

### **Procurement Services does not process payments.**

Please submit all invoices directly to our Accounts Payable Department. Invoices must be sent in PDF format to [invoicing@cod.edu](mailto:invoicing@cod.edu) to ensure proper approval routing and expedited payments.

- Blanket Order Numbers must be clearly indicated on the invoice
- Electronic invoices must be sent in **PDF format Only** to [invoicing@cod.edu](mailto:invoicing@cod.edu)
- **One invoice per e-mail is required**
- Non-BO invoices must contain department number for proper routing of approvals

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

### **ACH Payments**

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to be set up for ACH payments to [purchasing@cod.edu](mailto:purchasing@cod.edu)

## Blanket Order General Terms

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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](mailto:invoicing@cod.edu) with only one PDF document per email. For questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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, and 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.

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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## **1 attachment**

SPC INVOICE - ParallelMOthers42B- CollofDupage.pdf