

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1763665

Vendor Name: Durango Painting, Inc.

Check Details:

Check Number: 0339543

Check Amount: \$ 8,200.00

Check Date: 6/3/2025

Invoice Details:

Invoice Number: 13995

Invoice Date: 5/28/2025

PO Number: B0002753

Voucher Number: V0886333

Document Type: AP Invoice

Document Below



Invoice

Date	Invoice #
5/28/2025	13995

Bill To
College of DuPage 425 Fawell Blvd Glen Ellyn, IL 60137

Project
Hokusai Exhibit

Item	Description	Curr %	Total %	Amount
Painting	Painting Services for Hokusai Exhibit PO # B0002753	100.00%	100.00%	8,200.00
			Total	\$8,200.00

Purchase Order

Purchase Order #: B0002753

Order Total: 8,200.00 USD



Durango Painting, Inc.

Date: 03/21/2025
Transaction #: 4465432
Authorized By: Kevin Casey

Requested By: James Prochaska
Requester Email: prochaskaj150@cod.edu
Phone: 630-942-2066

Supplier Address:
Durango Painting, Inc.
2846 Coastal Dr
Aurora, Illinois 60503
United States
Attn: Raul Mateus
Phone: 630-978-1644

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: James Prochaska
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		Painting Services for Hokusai Exhibit prep	Each	1	8,200.00 USD	8,200.00 USD
Ship To Attn: James Prochaska						

Subtotal: 8,200.00 USD
Tax: 0.00 USD
S & H: 0.00 USD
Order Total: 8,200.00 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 **only one PDF 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, 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, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics.

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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"john@durangopainting.com" <john@durangopainting.com>

[External] RE: College of DuPage Blanket Order No. B0002753 for Painting Services for Hokusai Exhibit

"john@durangopainting.com" <john@durangopainting.com>

Wed, May 28, 2025 at 04:13 PM UTC

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.

John Wise

Vice President

2846 Coastal Drive
Aurora, IL 60503

630-978-1644 office | 630-294-2646 cell
john@durangopainting.com | www.durangopainting.com

From: raul@durangopainting.com <raul@durangopainting.com>

Sent: Tuesday, March 25, 2025 10:14 AM

To: 'John Wise' <john@durangopainting.com>

Subject: FW: College of DuPage Blanket Order No. B0002753 for Painting Services for Hokusai Exhibit

Raul Mateus

Project Manager

2846 Coastal Drive, Aurora, IL 60503

630-978-1644 office | 630-386-2407 mobile

raul@durangopainting.com | www.durangopainting.com

From: Casey, Kevin <caseyk650@cod.edu>

Sent: Friday, March 21, 2025 1:30 PM

To: raul@durangopainting.com

Cc: Prochaska, James <prochaskaj150@cod.edu>

Subject: College of DuPage Blanket Order No. B0002753 for Painting Services for Hokusai Exhibit

Dear Vendor,

Please confirm receipt of Blanket Order (BO) No. B0002753 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 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
- **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 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

Blanket Order General Terms

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3 attachments

image003.jpg

2025-05-28 COD Gallery Painting - Invoice No. 13995.pdf

image002.png