

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085582

Vendor Name: G. Schirmer, Inc.

Check Details:

Check Number: 0344251

Check Amount: \$ 955.00

Check Date: 9/30/2025

Invoice Details:

Invoice Number: P0019451

Invoice Date: 9/17/2025

PO Number: P0019451

Voucher Number: V0904578

Document Type: AP Invoice

Document Below

Purchase Order

Purchase Order #: P0019451

Check enclosed request
- Need payment to send to -
G Schirmer Inc 9.17.25 EF

Order Total: 955.00 USD



G. SCHIRMER, INC.

Date: 09/17/2025
Transaction #: 4719675
Authorized By: Eric Frick

Requested By: Linda Sharbaugh
Requester Email: sharbaughl@cod.edu
Phone: 630-942-3009

CONFIRMING REQUEST

Supplier Address:

G. SCHIRMER, INC.
P.o. Box 572
2 Old Rt 17
Chester, NY 10918
United States
Attn: Ella Winfield
Phone: 914-469-2271

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Ben Nadel
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		Music Rental - New Philharmonic NYE	Each	1	920.00 USD	920.00 USD
		Ship To Attn: Ben Nadel				
2		Shipping	Each	1	35.00 USD	35.00 USD
		Ship To Attn: Ben Nadel				

Subtotal: 955.00 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 955.00 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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"Frick, Eric" <fricke@cod.edu>

Check Enclosed P0019451 Linda Sharbaugh 9.17.25 EF

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

Wed, Sep 17, 2025 at 06:44 PM UTC

CC: Sharbaugh, Linda <sharbaughl@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed are being requested by Linda Sharbaugh. Please work directly with her as needed.

Vendor requires pre-payment.

Thank you,

Eric Frick

Purchasing Expeditor

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

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

[Click Here](#) for current bids/Rfps!

COD: Check out our [Team Site](#)!

2 attachments

image001.jpg

P0019451.pdf