

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1177514

**Vendor Name:** Home Depot - Downers Grove

**Check Details:**

**Check Number:** 0337566

**Check Amount:** \$ 8,738.77

**Check Date:** 3/26/2025

**Invoice Details:**

**Invoice Number:** P0016460

**Invoice Date:** 3/19/2025

**PO Number:** P0016460

**Voucher Number:** V0878573

**Document Type:** AP Invoice

---

**Document Below**

Purchase Order #: P0016460

Order Total: 8,738.77 USD



HOME DEPOT - DOWNERS GROVE

Check Enclosed Request - Needs payment sent to Home Depot. 3/19/25 kc

Date: 03/19/2025  
Transaction #: 4463106  
Authorized By: Kevin Casey

Requested By: Brianna Garcia  
Requester Email: garciab1132@cod.edu  
Phone: 630-942-3178

CONFIRMING REQUEST

Supplier Address:  
HOME DEPOT - DOWNERS GROVE  
2000 Butterfield Road  
Downers Grove, IL 60515  
United States  
Attn: Sales Unknown  
Phone: 630-792-7427

Ship To:  
College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Brianna Garcia  
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: Home Depot quote attached. Check enclosed requested. We would like to pick up a check on March 28. Please do not mail the check. We will take the check to Home Depot with the quote as they require a check to place the order (this has always been the case for our Home Depot orders).

Quote 1 (Home Depot) = 8738.77

Quote 2 (Lowe's) = 9681.08

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Unbranded 1 in. x 8 in. x 10 ft. Premium Kiln-Dried Square Edge Whitewood Common Board	Each	62	16.32 USD	1,011.84 USD
		Ship To Attn: Brianna Garcia				
2		Unbranded 2 in. x 4 in. x 96 in. #2 Premium Grade KDHT Stud	Each	215	3.28 USD	705.20 USD
		Ship To Attn: Brianna Garcia				
3		Plytanium Plywood Siding Panel T1-11 8 IN OC (Nominal: 19/32 in. x 4 ft. x 8 ft. ; Actual: 0.563 in. x 48 in. x 96 in. )	Each	14	41.00 USD	574.00 USD
		Ship To Attn: Brianna Garcia				
4		Unbranded 2 in. x 4 in. x 12 ft. #2 Premium Grade SPF Dimensional Lumber	Each	125	6.00 USD	750.00 USD
		Ship To Attn: Brianna Garcia				
5		MGP 60 in. Tonkin Bamboo Roll Fence	Each	11	53.92 USD	593.12 USD
		Ship To Attn: Brianna Garcia				
6		Oriental Furniture 7 ft. Natural Shoji 2-Panel Sliding Door	Each	2	785.15 USD	1,570.30 USD
		Ship To Attn: Brianna Garcia				
7		SamsGazebos 8 ft. Japanese Wood Garden Moon Bridge with Arched Railings - Treated	Each	1	1,384.62 USD	1,384.62 USD
		Ship To Attn: Brianna Garcia				
8		Afoxsos 3 ft. X 10 ft. 1.38 in.Pile H Outdoor Artificial Thick Realistic Fake Grass Runner Rug for Patio Balcony Garden Lawn	Each	5	91.16 USD	455.80 USD

Ship To Attn: Brianna Garcia							
9	Sunnydaze Artificial Polyresin Landscape Rock with Stakes - Gray	Each	4	119.00	USD	476.00	USD
Ship To Attn: Brianna Garcia							
10	HI-LINE GIFT LTD. 38 in. Grey Stone Pagoda Lantern Garden Statue	Each	1	198.00	USD	198.00	USD
Ship To Attn: Brianna Garcia							
11	Design Toscano 27 in. H Sacred Pagoda Lantern Illuminated Garden Statue	Each	2	163.99	USD	327.98	USD
Ship To Attn: Brianna Garcia							
12	Nearly Natural 3.5 Ft. Four Ball Boxwood Artificial Topiary Tree	Each	1	118.92	USD	118.92	USD
Ship To Attn: Brianna Garcia							
13	Sorbus 2-Pack Long Floating Shelves, 35 in. W x 9 in. D Walnut Decorative Wall Shelf	Each	1	59.99	USD	59.99	USD
Ship To Attn: Brianna Garcia							
14	SAFAVIEH Natural Fiber Maize/Linen 4 ft. x 6 ft. Border Area Rug	Each	1	63.12	USD	63.12	USD
Ship To Attn: Brianna Garcia							
15	Unbranded Pagoda Garden Yard Statue with LED Solar Light 26 in.	Each	1	129.99	USD	129.99	USD
Ship To Attn: Brianna Garcia							
16	MGP 60 in. H Expandable Bamboo Trellis	Each	3	36.64	USD	109.92	USD
Ship To Attn: Brianna Garcia							
17	poetree 2 ft. Artificial Boxwood Topiary Ball Tree in Pot 2-Pack	Each	3	69.99	USD	209.97	USD
Ship To Attn: Brianna Garcia							

**Subtotal:** 8,738.77 USD

**Tax:** 0.00 USD

**S & H:** 0.00 USD

**Order Total:** 8,738.77 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](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, 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.

Powered By: ESM Solutions.

"Casey, Kevin" <caseyk650@cod.edu>

---

**Check Enclosed Request - PO P0016460 - Brianna Garcia 3/19/25 kc**

---

"Casey, Kevin" <caseyk650@cod.edu>

Wed, Mar 19, 2025 at 09:24 PM UTC

CC: Garcia, Brianna <garciab1132@cod.edu>, Junokas, Molly <junokasm@cod.edu>

BCC:

Hello,

The attached Purchase Order and Check Enclosed has been requested by Brianna Garcia.

Please work directly with Brianna as needed.

Thank you.

**Kevin Casey**

Buyer

College of DuPage

425 Fawell Boulevard, IRC 1001

Glen Ellyn, IL 60137-6599

T: (630) 942-2355

F: (630) 942.4201

[caseyk650@cod.edu](mailto:caseyk650@cod.edu)

---

**2 attachments**

P0016460-2.pdf

image003.png