

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1086458

**Vendor Name:** The Board of Trustees of the University of Illinois,  
DBA,University of Illinois

**Check Details:**

**Check Number:** 0336365

**Check Amount:** \$ 200.00

**Check Date:** 3/4/2025

**Invoice Details:**

**Invoice Number:** PO#16021

**Invoice Date:** 2/21/2025

**PO Number:** P0016021

**Voucher Number:** V0872939

**Document Type:** AP Invoice

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**Document Below**

Purchase Order

Purchase Order #: P0016021



The Board of Trustees of the University of Illinois, DBA University of Illinois

Check enclosed request-  
Need payment to send to  
Univerity of Illinois - 2.21.25 EF

Order Total: 200.00 USD

Date: 02/21/2025  
Transaction #: 4419203  
Authorized By: Eric Frick

Requested By: Kayla Kurtzweil  
Requester Email: kurtzweilk760@cod.edu  
Phone: 630-942-2882

CONFIRMING REQUEST

Supplier Address:

The Board of Trustees of the University of Illinois, DBA University of Illinois  
506 S. Wright St  
209 HAB, MC 339  
Urbana, IL 61801  
United States  
Attn: Jean  
Phone: 800-644-2123

Ship To:

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Kayla Kurtzweil  
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		Registration Fee - UIC Jazz Festival	Each	1	200.00 USD	200.00 USD
Ship To Attn: Kayla Kurtzweil						

Subtotal: 200.00 USD  
Tax: 0.00 USD  
S & H: 0.00 USD  
Order Total: 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](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.

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

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**Check Enclosed P0016021 Kayla Kurtzweil 2.21.25 EF**

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

Fri, Feb 21, 2025 at 03:39 PM UTC

CC: Kurtzweil, Kayla <kurtzweilk760@cod.edu>

BCC:

Hello,

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

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](mailto:fricke@cod.edu)

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

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

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**2 attachments**

image001.jpg

P0016021 (1).pdf

School of Theatre & Music  
College of Architecture,  
Design, and the Arts  
University of Illinois  
at Chicago

1040 West Harrison Street  
ETMSW Building  
MC 255  
Chicago, Illinois 60607

P 312 996 2977  
F 312 996 0954  
theatreandmusic.uic.edu

**INVOICE**

Date: 4/03/25

Invoice #: 680CBF\_A

**To:**

Matt Shevitz  
DuPage Faculty  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
shevitzm@cod.edu

**Payable to:**

University of Illinois at Chicago  
School of Theatre & Music  
1040 W. Harrison Street, MC 255  
Room L260  
Chicago, Illinois 60607

**Contact:**

Andrew Hart, Accounting  
Associate  
312.355.6756  
andy97@uic.edu

DESCRIPTION	CHARGE	AMOUNT
03 April 2025 Jazz Festival Participation	1 Combo	\$ 200.00
TOTAL		\$ 200.00

UIC

**Theatre & Music**  
at Chicago