

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1770851

**Vendor Name:** Hero Enterprises Inc,dba ejazzlines.com

**Check Details:**

**Check Number:** E0109362

**Check Amount:** \$ 53.22

**Check Date:** 9/3/2025

**Invoice Details:**

**Invoice Number:** 3087756

**Invoice Date:** 8/21/2025

**PO Number:** P0019013

**Voucher Number:** V0899006

**Document Type:** AP Invoice

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**Document Below**

**ejazzlines.com**

PO Box 1236  
Saratoga Springs, NY 12866  
+1-518-587-1102  
Fax: +1-518-587-2325  
Federal Tax ID#: 02-0464089

# INVOICE

Date	Web Order ID
08.21.2025	3087756

## Billing Address:

College of DuPage  
Attn: Kayla Kurtzweil  
Shipping and Receiving  
425 Fawell Blvd  
Glen Ellyn, IL 60137

630-942-2238  
kurtzweilk760@cod.edu

## Shipping Address:

College of DuPage  
Attn: Accounts Payable  
425 Fawell Blvd  
Glen Ellyn, IL 60137

630-942-2228

## Payment Method

Purchase Order:  
P0019013

## Shipping Method

USPS Media Mail [5-10 days shipping time]

**All purchase orders must be settled within 30 days of shipment of goods.**

Qty	Catalog #	Description	Unit Price	Amount
1	W-54612	AVERAGE BEAR, <i>Arranged by Kate Williams</i>	\$45.00	\$45.00

Purchased Items: \$45.00  
Shipping & Handling: 8.22  
Sales Tax: 0.00

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**Total: \$53.22**

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[External] Re: College of DuPage PO # P0019013

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ejazzlines <mail@ejazzlines.com>

Thu, Aug 21, 2025 at 07:52 PM UTC

CC: Kurtzweil, Kayla <kurtzweilk760@cod.edu>, Doug DuBoff <orders@ejazzlines.com>

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.

Thank you for this order, it will ship tomorrow morning. Attached is the invoice. We ask for payment within 30 days.

Thanks again,

Rob

On 8/21/2025 3:08 PM, Frick, Eric wrote:

@font-face {font-family:Wingdings; panose-1:5 0 0 0 0 0 0 0 0;}@font-face {font-family:"Cambria Math"; panose-1:2 4 5 3 5 4 6 3 2 4;}@font-face {font-family:Calibri; panose-1:2 15 5 2 2 2 4 3 2 4;}@font-face {font-family:Aptos;}@font-face {font-family:"Arial Rounded MT Bold"; panose-1:2 15 7 4 3 5 4 3 2 4;}p.MsoNormal, li.MsoNormal, div.MsoNormal {margin:0in; font-size:12.0pt; font-family:"Aptos",sans-serif;}a:link, span.MsoHyperlink {mso-style-priority:99; color:blue; text-decoration:underline;}span.EmailStyle21 {mso-style-type:personal-reply; font-family:"Aptos",sans-serif; color:windowtext;}MsoChpDefault {mso-style-type:export-only; font-size:10.0pt; mso-ligatures:none;}div.WordSection1 {page:WordSection1;}ol {margin-bottom:0in;}ul {margin-bottom:0in;}

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Shipping questions? Contact the COD Warehouse at: 630-942-2550

## Invoicing

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

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, 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.**

### **Submission of Invoices Instructions**

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- **One invoice per e-mail is required**
- Non-PO invoices must contain department number for proper routing of approvals

### **Safer, Efficient, and Expedited Payments**

#### **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 [purchasing@cod.edu](mailto:purchasing@cod.edu)

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

***Thank you!***

***Procurement Services***

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



[ejazzlines.com](http://ejazzlines.com) / Jazz Lines Publications / Walrus Music Publishing

PO Box 1236 / Saratoga Springs NY 12866

518-587-1102

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**1 attachment**

Invoice 3087756 for PO P0019013.pdf