

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1697600

Vendor Name: OnPoint Productions LLC

Check Details:

Check Number: E0109483

Check Amount: \$ 1,600.00

Check Date: 9/9/2025

Invoice Details:

Invoice Number: 250820-211

Invoice Date: 8/27/2025

PO Number: P0017666

Voucher Number: V0899690

Document Type: AP Invoice

Document Below

OnPoint Productions LLC

PO BOX 301181
Chicago, IL 60630
+18665532007
accounting@onptpro.com



INVOICE

BILL TO
College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

INVOICE 250820-211
DATE 08/27/2025
TERMS Due on receipt
DUE DATE 08/27/2025

DATE	DESCRIPTION	QTY	EACH	AMOUNT
08/20/2025	Equipment Rental	1	1,450.00	1,450.00
08/20/2025	Delivery / Freight	1	150.00	150.00

PO# P0017666BALANCE DUE\$1,600.00

[External] Re: College of DuPage - PO #P0017666

OnPoint Accounting <accounting@onptpro.com>

Wed, Aug 27, 2025 at 06:07 PM UTC

CC: Lopez, Diana <lopezd3143@cod.edu>

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.

Attached is the invoice for PO #P0017666

Thank you

Accounting

accounting@onptpro.com

OnPoint Productions | onptpro.com

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From: Fitzpatrick, Kellen <fitzpatrickk286@cod.edu>

Sent: Friday, May 23, 2025 11:38 AM

To: Jennifer Hausheer <jen@onptpro.com>

Cc: Lopez, Diana <lopezd3143@cod.edu>

Subject: College of DuPage - PO #P0017666

Dear Vendor,

Attached is a College of DuPage (COD) Purchase Order for processing.

Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email.

Please work directly with them to ensure this order is processed accordingly.

SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

College of DuPage Shipping & Receiving
425 Fawell Blvd.

Glen Ellyn, IL 60137

Warehouse Hours: Monday through Friday: 7:30am to 4:00pm

Shipping & Receiving Questions should be directed to the COD Warehouse at: 630-942-2550

INVOICE QUESTIONS (Procurement Services does not process payments)

Invoice questions should be directed to the Accounts Payable department at acctpay@cod.edu or 630-942-2228.

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.**

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
- Only send one PDF attachment per email
- One invoice per email is required

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor 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

Thank you!

Procurement Services

Purchasing@cod.edu

1 attachment

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