

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1089426 **Vendor Name:** S.J. Carlson Fire Protection

Check Details:

Check Number: 0347227 **Check Amount:** \$ 15,998.00 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: 47892 **Invoice Date:** 12/4/2025 **PO Number:** P0018680
Voucher Number: V0916801

Document Type: AP Invoice

Document Below

S J Carlson Fire Protection

4544 Shepherd Trail
Rockford, IL 61103

Phone (815)636-1993 Fax (815)636-1994

Customer ID COLDUP

COLLEGE OF DUPAGE
invoicing@cod.edu
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6599

Phone (630)942-4220

Invoice# 47892

Date 12/04/2025 Page# 1

Job ID 250715

COLLEGE OF DUPAGE - DRY
SYSTEM - INSPT.

ATTN: DAVE

425 FAWELL BLVD

PO# P0018680

Description	Quantity	U/M	Price	Total
Phase ID: 99 BILLINGS				
PROVIDE INSPECTION OF FIRE PROTECTION SPRINKLER SYSTEMS (DRY SYSTEMS) SEE ATTACHED DETAIL	1.00		\$3,648.00	\$3,648.00
TOTAL: \$3,648.00				
			Phase 99 Total	\$3,648.00

Payment Terms 30 days from invoice date

Late payments subject to interest charges

Credit card payments for jobs over \$1,000.00 will be subject to a 3% convenience fee

Net Amount Due

\$3,648.00

Purchase Order**Purchase Order #: P0018680****Order Total: 3,648.00 USD**

S. J. CARLSON FIRE PROTECTION

250715

Date: 07/30/2025
Transaction #: 4648103
Authorized By: Kellen Fitzpatrick

Requested By: David Ditchfield
Requester Email: ditchf@cod.edu
Phone: 630-942-4220

Supplier Address:
S. J. CARLSON FIRE PROTECTION
4544 Shepherd Trail
Rockford, Illinois 61103
United States
Attn: Jessica Poupard
Phone: 999-999-9999

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: David Ditchfield
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		Annual Testing and Certification of Pre-action and Dry Fire Protection Sprinkler Systems	Each	1	3,648.00 USD	3,648.00 USD
Ship To Attn: David Ditchfield			MFG/Provider: S.J. Carlson		Grant Funded: NA-Not Applicable	

Subtotal: 3,648.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 3,648.00 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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Jackie Hart <jackieh@sjcarlson.com>

[External] FIRE PROTECTION INVOICE #47892

Jackie Hart <jackieh@sjcarlson.com>

Thu, Dec 4, 2025 at 04:19 PM UTC

CC:

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.

Jackie Hart

S.J. Carlson Fire Protection, inc.

4544 Shepherd Trail

Rockford, IL 61103

(815) 636-1993

Office Administrator

Inspection Coordinator

Take Time To Laugh - It Is The Music Of The Soul

2 attachments

image001.jpg

47892.pdf

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1089426 **Vendor Name:** S.J. Carlson Fire Protection

Check Details:

Check Number: 0347227 **Check Amount:** \$ 15,998.00 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: 47893 **Invoice Date:** 12/4/2025 **PO Number:** B0003381
Voucher Number: V0916205

Document Type: AP Invoice

Document Below

S J Carlson Fire Protection

4544 Shepherd Trail
Rockford, IL 61103

Phone (815)636-1993 Fax (815)636-1994

Customer ID COLDUP

COLLEGE OF DUPAGE
invoicing@cod.edu
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6599

Phone (630)942-4220

Invoice# 47893

Date 12/04/2025 Page# 1

Job ID 250969

COLLEGE OF DUPAGE - WET
SYSTEM - INSPT

ATTN: JAMES

425 FAWELL BLVD

PO# B0003381

Description	Quantity	U/M	Price	Total
Phase ID: 99 BILLINGS				
PROVIDE INSPECTION OF FIRE PROTECTION SPRINKLER SYSTEMS	1.00		\$12,350.00	\$12,350.00

Payment Terms 30 days from invoice date

Late payments subject to interest charges

Credit card payments for jobs over \$1,000.00 will be subject to a 3% convenience fee

Net Amount Due \$12,350.00

Purchase Order

Purchase Order #: B0003381

Order Total: 12,350.00 USD



College of DuPage

S. J. CARLSON FIRE PROTECTION

Date: 10/21/2025
Transaction #: 4764290
Authorized By: Kevin Casey

Requested By: James Stevens
Requester Email: stevensj243@cod.edu
Phone: 630-942-2519

Supplier Address:
S. J. CARLSON FIRE PROTECTION
4544 Shepherd Trail
Rockford, Illinois 61103
United States
Attn: Jessica Poupard
Phone: 999-999-9999

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: James Stevens
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: Proposal No. 25078MM

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Annual Fire Sprinkler Inspection per NFPA 25 Proposal No. 25078MM	Each	1	12,350.00 USD	12,350.00 USD
Ship To Attn: James Stevens						

Subtotal: 12,350.00 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 12,350.00 USD

General Terms

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Jackie Hart <jackieh@sjcarlson.com>

[External] FIRE PROTECTION INVOICE #47893

Jackie Hart <jackieh@sjcarlson.com>

Thu, Dec 4, 2025 at 04:40 PM UTC

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2 attachments

image001.jpg

47893.pdf