

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1809409 **Vendor Name:** Quietcubes LLC

Check Details:

Check Number: E0114159 **Check Amount:** \$ 23,250.00 **Check Date:** 6/4/2026

Invoice Details:

Invoice Number: P0023677 **Invoice Date:** 6/2/2026 **PO Number:** P0023677
Voucher Number: V0939032

Document Type: AP Invoice

Document Below

Purchase Order

Purchase Order #: P0023677

Order Total: 23,250.00 USD



Quietcubes LLC

Check Enclosed Request - Needs payment sent to Quitecubes LLC. 6/2/2026 kc

Date: 06/02/2026
Transaction #: 5036215
Authorized By: Kevin Casey

Requested By: Christine Santos
Requester Email: santosc489@cod.edu
Phone: 630-942-3226

CONFIRMING REQUEST

Supplier Address:

Quietcubes LLC
5830 E 2nd St
STR 7000, #26558
Casper, WY 82609
United States
Attn:
Phone:

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Gautam Wadhwa
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		6 Person Office Pod	Each	1	18,250.00 USD	18,250.00 USD
Ship To Attn: Gautam Wadhwa						
2		PDLC Privacy Glass (Front Glass)	Each	1	3,000.00 USD	3,000.00 USD
Ship To Attn: Gautam Wadhwa						
3		Stools (x6), Bar Table (x1)	Each	1	2,000.00 USD	2,000.00 USD
Ship To Attn: Gautam Wadhwa						

Subtotal: 23,250.00 USD
Tax: 0.00 USD
S & H: 0.00 USD
Order Total: 23,250.00 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.

Powered By: ESM Solutions.

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

Check Enclosed Request - P0023677 Cierra Nisar-Weller 6-2-2026 KC

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

Tue, Jun 2, 2026 at 06:01 PM UTC

CC: Nisar-Weller, Cierra <nisarc@cod.edu>, Santos, Christine <santosc489@cod.edu>

BCC:

Hello,

The attached Purchase Order and Check Enclosed Request has been requested by Cierra Nisar-Weller.

Please work directly with Cierra 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

2 attachments

P0023677.pdf

image001.png

From: [Roberts, Ellen](#)
To: [Santos, Christine](#)
Cc: [Nisar-Weller, Cierra](#); [Barrios, Isabel](#)
Subject: FW: QUIETCUBES - CHECK ENCLOSED.
Date: Tuesday, June 2, 2026 2:54:08 PM
Attachments: [quietcubes.pdf](#)

Thank you, Christine. I approve the request.

All the best,

Ellen

Ellen M. Roberts
Vice President, Administrative Affairs

College of DuPage

425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Santos, Christine <santosc489@cod.edu>
Sent: Tuesday, June 2, 2026 2:49 PM
To: Roberts, Ellen <roberts@cod.edu>
Cc: Nisar-Weller, Cierra <nisarc@cod.edu>; Barrios, Isabel <barriosi142@cod.edu>
Subject: RE: QUIETCUBES - CHECK ENCLOSED.

Hello Ellen,

Thank you for your quick response. We did the check enclosed as the vendor require 100% payment upfront, because their pods are bespoke and made to order. I had spoken with Isabel Barrios who is copied in this email, for ACH set up and she already had sent the instructions to the vendor. We wanted to ask for your approval for uploading the ACH information earlier than the regular Monday upload , that Isabel had informed me.

Hope this helps clarify. We appreciate your time.

Christine Santos

College of DuPage
CTE Program Specialist
(630)942-3226

From: Roberts, Ellen <roberts@cod.edu>
Sent: Tuesday, June 2, 2026 2:44 PM
To: Santos, Christine <santosc489@cod.edu>

Cc: Nisar-Weller, Cierra <nisarc@cod.edu>
Subject: RE: QUIETCUBES - CHECK ENCLOSED.

Good afternoon, Christine –

Can you please advise why this is a check enclosed request? Can they get set up as ACH and submit an invoice for payment?

Thank you,

Ellen

Ellen M. Roberts
Vice President, Administrative Affairs

College of DuPage

425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Santos, Christine <santosc489@cod.edu>
Sent: Tuesday, June 2, 2026 2:36 PM
To: Roberts, Ellen <roberts@cod.edu>
Cc: Nisar-Weller, Cierra <nisarc@cod.edu>
Subject: FW: QUIETCUBES - CHECK ENCLOSED.
Importance: High

Hi Ellen,

Good afternoon! We wanted to reach out to request for approval for Quietcube ACH Payment. Kindly see attached file.

Thank you,

Christine Santos

College of DuPage
CTE Program Specialist
(630)942-3226

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tuesday, June 2, 2026 2:05 PM
To: Santos, Christine <santosc489@cod.edu>; Nisar-Weller, Cierra <nisarc@cod.edu>
Subject: QUIETCUBES - CHECK ENCLOSED.

Importance: High

Please send this to Ellen Roberts for approval. In the meantime I will email the vendor ACH Setup instructions.

Isabel C. Barrios

Accounts Payable Specialist

Cash Disbursements/Payroll Department

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-3412 | barriosi142@cod.edu

SUMMER HOURS: CLOSED FRIDAYS JUNE 5, 2026 THROUGH AUGUST 7, 2026