

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084146

Vendor Name: Dupage County Collector

Invoice Number: 05-27-200-008

Invoice Date: 05/14/20

PO Number:

Check Number: 0268171

Check Amount: \$ 39,725.32

Check Date: 06/08/2020

Department ID: 00829

Reviewer Name:

Voucher Number: V0622810

Redaction Type: Other

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Tue May 19 09:08:16 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: College of DuPage Assessment Breakdown

From: Virgilio, David
Sent: Tuesday, May 19, 2020 9:06 AM
To: Zerrudo, Maria <zerrudom@cod.edu>; Invoicing <invoicing@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>; Brady, Scott <bradys310@cod.edu>
Subject: FW: College of DuPage Assessment Breakdown

Good morning Marivic, please process this attached check request for payment of property taxes due to DuPage County. Please see Bob Hayley's approval below of overriding the funds availability.

Any questions please let me know!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Hayley, Robert <hayleyr@cod.edu>
Sent: Monday, May 18, 2020 2:48 PM
To: Virgilio, David <virgiliod@cod.edu>
Subject: RE: College of DuPage Assessment Breakdown

Yea, not ideal, but I agree we should perform an override. We're unfortunately going to run into the same issue next year.

-Bob

From: Virgilio, David <virgiliod@cod.edu>
Sent: Monday, May 18, 2020 2:19 PM
To: Hayley, Robert <hayleyr@cod.edu>
Subject: FW: College of DuPage Assessment Breakdown

FYI - - it's actually two additional companies included in the assessment this year, T-Mobile and WSPY, which had previously been excluded. Now they're finally assessing us on all 5 companies using our tower. The property tax is an expense to us, but we record the offsetting revenue when we invoice the companies. I think we still need to show both the revenue and expense.

If you're cool with the override, let me know,

Thanks!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Kevin Carrara <KCarrara@rathjewoodward.com >
Sent: Monday, May 18, 2020 1:06 PM
To: Virgilio, David <virgiliiod@cod.edu>
Subject: FW: College of DuPage Assessment Breakdown

Dave:

See below. Breakdown, hopefully it matches the bill received. Any questions please let me know.

Thanks



Kevin M. Carrara - Attorney
Rathje Woodward LLC
300 E. Roosevelt Road, Suite 300 10 E. Doty Street, Suite 507
Wheaton, IL 60187 Madison, WI 53703
630-510-4924 direct
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From: Ray Waclaw <rwaclaw@miltonassessor.com >
Sent: Monday, May 18, 2020 11:51 AM
To: Kevin Carrara <KCarrara@rathjewoodward.com >
Cc: Chris E LeVan <clevan@miltonassessor.com >
Subject: RE: College of DuPage Assessment Breakdown

Good Morning Kevin,

Hope all is well with you and your family, the following is a breakdown of Parcel 05-27-200-008 with a tax rate of 8.5350.

The total assessment was \$465,440 for 2019 payable in 2020.

	Taxes:	Total Assessment:
T-Mobile	\$ 7,778.80	\$91,140
AT&T Cingular	\$ 7,079.78	\$82,950
Verizon:	\$ 7,079.78	\$82,950
Sprint:	\$ 7,570.54	\$88,700
WSPY:	\$ 10,216.42	\$119,700
Total:	\$ 39,725.32	\$ 465,440

If I may be of any other assistance please let me know.

Stay safe and soon operations will be back to a new normal..

Stay safe and soon operations will be back to a new normal..

Ray

R

RATHJE

W

WOODWARD^{LLC}

College of DuPage - Accounts Payable
Check Request Form
revised 4/14/2020

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 5/14/2020
Vendor ID: 1084146

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
05-27-200-008	05	90	00829	5609001	Other Fixed Charges Exps	\$ 39,725.32

Grand Total \$ 39,725.32

--- \$1,000 and Greater: Approval of Division Vice President Required ---

AP VERIFIED

Check the appropriate box below and sign

- ☒ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The signature indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

05/19/20 - MARIA ZERRUDO

Payee Name: DuPage County Collector

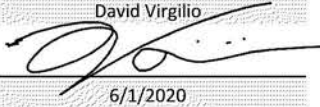
Other Instructions:

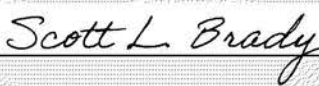
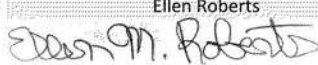
Payee Address: PO Box 4203
Carol Stream, IL 60197-4203

Description on Check:

both installments - 2019 taxes - cell antennas on radio tower

Approvals:

Prepared By: David Virgilio
Signature: 
Payment Due: 6/1/2020
Board Approved Date:

Approved By: Scott Brady Date: May 14, 2020
Signature: 
Approved By: Ellen Roberts Date: 5.14.2020
Signature: 

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

College of DuPage - Accounts Payable

Check Request Form

Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached
3. Ensure the payee information is complete and includes the vendor's Colleague ID number
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

From: zerrudom@cod.edu
Sent: Mon Jun 08 08:36:10 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Invoices > \$25,000 - Chairman Approval

From: Sekerka, Joyce
Sent: Monday, June 8, 2020 7:58 AM
To: Barrios, Isabel <barriosi142@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: Fw: Invoices > \$25,000 - Chairman Approval

Good Morning Everyone! Happy Monday!

Attached is the Chairman's approval for the over \$25K payments.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



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From: Frank Napolitano <frank.s.napolitano@gmail.com >
Sent: Monday, June 8, 2020 7:52 AM
To: Brady, Scott
Cc: Napolitano, Frank; Caputo, Brian; Roberts, Ellen; McCambridge, Wendy; Kalin, Lilianna; Refakes, Eugene; Sekerka, Joyce
Subject: Re: Invoices > \$25,000 - Chairman Approval

All approved

Sent from my iPhone

On Jun 8, 2020, at 7:38 AM, Brady, Scott <bradys310@cod.edu > wrote:

Chair Napolitano,

Please see below 17 invoices we need approval to pay. Let us know if you need additional information on any of them in particular. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu

<image001.png>

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The list below represents payments that are \$25,000 or greater. Contractual Services or Equipment Purchases were previously approved by the Board. The approval date is so noted in accordance with the respective BOT minutes. We are requesting the Board's approval to release payment to the vendors listed below.

Vendor Name	Amount	Invoice Number	Board Approval Date	Description
DuPage County Collector	39,725.32	05-27-200-008	Pass Thru	Both installments-2019
K.K. Stevens	66,630.86	59349	4/25/2019	Continuing Education
Media Resources	71,789.00	14967	3/19/2020	Extron Equipment
Riverside Technolgies	39,249.40	0285323-IN	7/18/2019	Equipment IT
RoMaas, Inc.	40,906.20	042020 #5 FINAL	11/21/2019	BIC Academic Affairs
Xerox Corporation	36,563.95	230242456	7/17/2019	Xerox Contract Fleet
Xerox Corporation	42,404.30	230232835	7/17/2019	Xerox Contract Fleet
American Hotel Regis	61,797.65	92475813	11/21/2019	Inn at Water's Edge
Fitzgerald's Electric	103,370.00	B0368459/051920	10/24/2019	HEC Emergency
Riverside Technology	69,657.44	0289046-IN	7/18/2019	Equipment IT (HP)
Adobe System Inc.	84,612.00	4600063808	4/16/2020	Adobe On-Premise
Combined Roofing Service	36,541.00	22620	6/20/2019	Carol Stream roof
Follett Higher Education	15,501.08	03.10.20	PASS THRU	2020SP Follett Booksto
McGraw Hill Global	27,240.00	112620507001	11/21/2019	Aleks placement
Parvin Clauss Sign	70,607.00	85339	3/19/2020	Services to update
Vision Point media	45,985.00	ML5093	6/20/2019	May Agency Services

Vision Point media	45,985.00	ML5093	6/20/2019	May Agency Services
Willowbrook Ford/Kia	59,124.30	22620	2/21/2019	2019 Ford F-450