

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1501699
Vendor Name: ALCO Sales & Service Co.
Invoice Number: 2810389-IN
Invoice Date: 03/26/20
PO Number:
Check Number: 0268267
Check Amount: \$ 99.00
Check Date: 06/10/2020
Department ID: 00226
Reviewer Name: Adrianna Costello
Voucher Number: V0614689
Redaction Type: None
Document Type: AP Invoice

Document Below

From: zerrudom@cod.edu
Sent: Mon Apr 13 10:50:15 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Voucher Confirmation: V0614689

From: Walker, Janelle
Sent: Monday, April 13, 2020 10:47 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Fw: Voucher Confirmation: V0614689

Hi Marivic,

I hope this email finds you well in the midst of all the craziness :)

I was just following up on the status of paying the attached invoice for our Vendor Alco. I had entered a requisition for payment <\$500 and received the email below. I was a bit confused on whether the payment was moving forward as the email was titled with a voucher confirmation but there was a warning about the invoice number already being used for vendor. I was unable to find an invoice from them with an identical number (#2810389-IN) and didn't see the Voucher number (V0614689) in our GL line (01-10-00226-534001). Is there more information needed from me? What steps do I need to take in order to have this invoice processed for payment? Thank you for your time and help!

Janelle Walker
Nursing Department
College of DuPage

From: acctpay@cod.edu <acctpay@cod.edu>
Sent: Monday, March 30, 2020 8:26 AM
To: Walker, Janelle
Subject: Voucher Confirmation: V0614689

-----**WARNINGS**-----

The invoice number has already been entered on a voucher for this vendor

-----**END of WARNINGS**-----

Voucher Number V0614689
Voucher Status In Progress (Unfinished)

Requestor Name Ms Janelle M. Walker

Voucher Date 03/30/20
Due Date 04/05/20
Vendor ID and/or Name 1501699 ALCO Sales & Service Co.
AP Type IM Invoices <\$15,000
Voucher Total \$99.00

ITEM 1

Item Description OnSite labor
Quantity 1.000
Price \$99.0000
Extended Price \$99.00
GL Distribution 01-10-00226-5304001
Tax Codes ZZ Zero sales tax for WebAdvisor

COMMENTS

HILLROM P870D/SN: I138AJ1869/WO# 19207
REPAIRED BROKEN WIRE ON THE PLUG

APPROVAL DATE

NEXT APPROVALS



Over 50 Years of Service
Medical Equipment - Parts
Fed ID# 36-2768224

ALCO Sales & Service Co

6851 High Grove Blvd
Burr Ridge, IL 60527
Phone: (800) 323-4282 * (630) 655-1900
Fax: (800)950-1167 * (630)655-1990
www.alcosales.com * info@alcosales.com

INVOICE

INVOICE NUMBER	INVOICE DATE	PAGE
2810389-IN	3/26/2020	1

Page 1 of 1

CUSTOMER NO: 0063008

SOLD TO:

COLLEGE OF DUPAGE
ATTN: A/P DEPT
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6599

SHIP TO:

COLLEGE OF DUPAGE - WESTMONT
650 PASQUINELLI DR
WESTMONT, IL 60559

CONFIRM TO: JANELLE WALKER

CUSTOMER P.O.		SHIP VIA	SHIP DATE	F.O.B.	TERMS		
JANELLE WALKER 3/5/20		ALCO	2/24/2020	FOB DEST	Net 60		
ITEM NO.		UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT

/OLABOR2	HRS	1	1	0	99.00	99.00
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ONSITE LABOR - HOSPITAL BEDS

ONSITE SERVICE COMPLETED 2/24/20 FOR THE FOLLOWING:

HILLROM P870D/SN: I138AJ1809/WO# 19207

REPAIRED BROKEN WIRE ON THE PULLEY

APPROVED

05/16/20 - DILYSS GALLYOT

INVOICE REVIEWED

OKAY TO PAY

Net Invoice: 99.00

Freight: 0.00

Sales Tax: 0.00

Invoice Total US DOLLARS: 99.00

Title of goods, services, or real property, as is, and in case of default of payment at maturity, seller may remove such goods. In event that this account becomes delinquent and it is necessary to institute proceedings purchaser agrees to pay reasonable attorney fees and court costs.

Invoice Number: 2810389-IN

Invoice Date: 3/26/2020

Customer No: 0063008

Name: COLLEGE OF DUPAGE

Order Number: 1783357

Order Date: 3/5/2020

Salesperson: HSM

Invoice Due: 5/25/2020

ALCO Sales & Service Co

6851 High Grove Blvd
Burr Ridge, IL 60527

Net Invoice: 99.00

Less Discount: 0.00

Freight: 0.00

Sales Tax: 0.00

Invoice Total US DOLLARS: 99.00