

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082405  
Vendor Name: B. Gunther & Company  
Invoice Number: 76739  
Invoice Date: 02/10/20  
PO Number: P0368584  
Check Number: 0268274  
Check Amount: \$ 1,038.00  
Check Date: 06/10/2020  
Department ID: 00797  
Reviewer Name:  
Voucher Number: V0622554  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: zerrudom@cod.edu  
Sent: Tue May 12 16:17:11 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: past due invoice  
-----

**From:** Accounts Payable  
**Sent:** Tuesday, May 12, 2020 12:43 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: past due invoice

Marivic,  
Please respond

**From:** Campagnolo, Jacquelyn <campagnoloj262@cod.edu>  
**Sent:** Tuesday, May 12, 2020 12:39 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Fw: past due invoice

Attached please find a past due invoice from B. Gunther for Service Anniversary Clocks. The P.O. Number is 368584

Thank you.

**Jackie Campagnolo**  
Administrative Assistant, Human Resources  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Campagnoloj262@cod.edu  
630-942-2931

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**From:** Michelle Jefferson <michelle@bgunther.com>  
**Sent:** Tuesday, May 12, 2020 12:01 PM  
**To:** Campagnolo, Jacquelyn  
**Subject:** past due invoice

Hi Jackie,  
Hope you are staying well!  
I am emailing regarding a past due invoice for the service clocks that you ordered.

Could you check to see when payment is expected to be made?

Thank you,  
Michelle

**Hope all is well with you! During the next couple of weeks, I will be working remotely from home. You can continue to reach me via email and by cell, 630.664.4789**



Michelle Jefferson

**B. Gunther & Company**

michelle@bgunther.com

O: 630.969.5595 | D: 630.687.8937 | **Hours: M-F 8:30-5:30 CST**

3985 Commerce Dr. | St. Charles, IL 60174 [www.bgunther.com](http://www.bgunther.com)

*National Engravers Companies*

*Awarding You | B. Gunther & Company*

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**B. Gunther & Co.**  
3985 Commerce Drive  
St. Charles, IL 60174  
Phone: 800-753-3384  
Fax: 630-639-5226

**Invoice: 76739**

Date Ordered: 1/28/20  
Date Invoiced: 2/10/20  
Date Due: 3/11/20

Ordered By	Phone	Fax	Email
Jackie Campagnolo	630.942.2931		campagnoloj262@cod.edu

COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137

SHIP TO:  
COLLEGE OF DUPAGE  
JACKIE CAMPAGNOLO 630.942.2931  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

Customer #	PO Number	Terms	Salesperson	Ship Method
15940	368456	Net 30	Jeanne Brommer	1) FedEx Standard Ground

Qty	Part Number	Description	Unit Price	Total Price
15	T001	4" x 5" Rosewood Piano Finish Arch Desk Clock	68.00	1,020.00
		Yrs of Service Clocks		
15				

Note:

**APPROVED**

**05/13/20 - LINDA SANDS-VANKERK**

Subtotal	1,020.00
Sales Tax	
Shipping	18.00
Total	1,038.00
Paid	
Balance	1,038.00

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**JACQUELYN CAMPAGNOLO 05/13/20**



-----  
From: zerrudom@cod.edu  
Sent: Thu May 14 16:23:04 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: B. Gunther Invoice  
-----

**From:** Campagnolo, Jacquelyn  
**Sent:** Wednesday, May 13, 2020 12:50 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Re: B. Gunther Invoice

Hi Marivic-

Yes, we can use PO36884 for this item. I referenced this p.o. in my email to Accounts Payable (see attached)

PO 368584 was the original p.o. but the price changed so I had to have purchasing cancel the original po and reissue po368584.

Let me know if you need additional information.

thank you.

**Jackie Campagnolo**  
Administrative Assistant, Human Resources  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Campagnoloj262@cod.edu  
630-942-2931

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**From:** Zerrudo, Maria  
**Sent:** Wednesday, May 13, 2020 12:31 PM  
**To:** Campagnolo, Jacquelyn  
**Subject:** RE: B. Gunther Invoice

Hi Jackie,

The invoice has not been paid yet. The status of PO368456 is "closed" in Colleague, we can't use this PO. Not sure who

The invoice has not been paid yet. The status of PO368456 is "closed" in Colleague, we can't use this PO. Not sure who requested to close it out.

There is an outstanding PO, PO368584. If you want to apply this payment to this PO (PO368584), you can do that as long as there is no other invoice associated with this PO.

If you think there are no other invoices coming through for payment, then you can use PO368584.

If you want to do that, you can note on the invoice, to use PO368584 and route the invoice to the approver and then to AP in Perceptive Content.

Thanks

**Marivic Zerrudo**

Accounts Payable Team Leader

**College of DuPage**

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

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

**From:** Campagnolo, Jacquelyn

**Sent:** Wednesday, May 13, 2020 11:33 AM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** B. Gunther Invoice

Hi Marivac.

Hope you and your family are doing well.

I received the past due invoice for B. Gunther in Perceptive Content but there was a note that the P.O. is closed? Does this mean the invoice was processed and paid?

Please advise.

Thank you.



**Jackie Campagnolo**

Administrative Assistant, Human Resources  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
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B. Gunther & Co.  
3985 Commerce Drive  
St. Charles, IL 60174  
Phone: 800-753-3384  
Fax: 630-639-5226

Invoice: 76739

Date Ordered: 1/28/20

Date Invoiced: 2/10/20

Date Due: 3/11/20

PO368456 IS A CLOSED PO

Ordered By	Phone	Fax	Email
Jackie Campagnolo	630.942.2931		campagnoloj262@cod.edu

COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137

SHIP TO:  
COLLEGE OF DUPAGE  
JACKIE CAMPAGNOLO 630.942.2931  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

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		Yrs of Service Clocks		

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Sales Tax	
Shipping	18.00
Total	1,038.00
Paid	
Balance	1,038.00

Note:



# Fw: past due invoice

Campagnolo, Jacquelyn

Tue 5/12/2020 12:39 PM

To:Accounts Payable <acctpay@cod.edu>;

 1 attachments (95 KB)

College of DuPage-Invoice w Notes-76739-05-12-2020.pdf;

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Michelle Jefferson

**B. Gunther & Company**

5/13/2020

Fw: past due invoice - Campagnolo, Jacquelyn



[michelle@bgunther.com](mailto:michelle@bgunther.com)

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