

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082405  
Vendor Name: B. Gunther & Company  
Invoice Number: 78749  
Invoice Date: 06/08/20  
PO Number: P0369899  
Check Number: 0269022  
Check Amount: \$ 1,085.00  
Check Date: 06/23/2020  
Department ID: 00797  
Reviewer Name: Jacquelyn Campagnolo  
Voucher Number: V0629244  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: collsend@cod.edu  
Sent: Wed Jun 10 13:49:56 CDT 2020  
To: invoicing@cod.edu  
CC: collsend@cod.edu  
Subject: B Gunther & Company Vendor Invoice #78749 - Ok to Pay - Retiree Gifts - HR  
-----

Please pay attached Invoice to Vendor: B. Gunther & Company, for 30 Retiree Recognition Gifts - Engraved Bowls with PO # 369889. Signature approval and PO # added at top of Invoice.

Thanks,

*Dana Collsen*  
*Human Resources/Administrative Assistant*  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

*CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.*

*Michelle Olson Rzeminski*

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

**Invoice: 78749**

Date Ordered: 6/8/20  
 Date Invoiced: 6/10/20  
 Date Due: 7/10/20

Ordered By	Phone	Fax	Email
Dana Collsen	630.942.2639		collsend@cod.edu

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

SHIP TO:  
 COLLEGE OF DUPAGE  
 DANA COLLSEN, HR DEPT. 630.942.2639  
 425 FAWELL BLVD.  
 GLEN ELLYN, IL 60137

Customer #	PO Number	Terms	Salesperson	Ship Method
15940	369889	Net 30	Jeanne Brommer	1) FedEx Standard Ground

Qty	Part Number	Description	Unit Price	Total Price
20	10	Common Board	35.00	1,050.00
<div style="border: 2px solid green; padding: 10px; text-align: center;"> <b>APPROVED</b>  <b>06/11/20 - LINDA SANDS-VANKERK</b> </div>				
30				

Note:

Subtotal	1,050.00
Sales Tax	
Shipping	35.00
Total	1,085.00
Paid	
Balance	1,085.00

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**JACQUELYN CAMPAGNOLO 06/11/20**

