

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087032
Vendor Name: National Engravers Inc.
Invoice Number: 78308
Invoice Date: 05/22/20
PO Number: P0369610
Check Number: E0080286
Check Amount: \$ 445.00
Check Date: 06/03/2020
Department ID: 00788
Reviewer Name: Barbara Groves
Voucher Number: V0623190
Redaction Type: None
Document Type: AP Invoice

Document Below

From: acctpay@cod.edu

Sent: Fri May 22 08:28:18 CDT 2020

To: invoicing@cod.edu

CC:

Subject: FW: Please find the attached invoice and online payment link 78308 - Invoice 78308 - 5/22/2020

-----Original Message----- From: Jenna Hacker [mailto:jenna.hacker@awardingyou.com] Sent: Friday, May 22, 2020 7:32 AM To: Groves, Barbara Cc: Accounts Payable Subject: Please find the attached invoice and online payment link 78308 - Invoice 78308 - 5/22/2020 Dear Barbara, Thank you for your recent order. Your order is now on its way! Go to: www.fedex.com and enter your tracking # below. FedEx: 186231544142 Attached please find your finalized invoice. We appreciate your prompt payment reply. *** Due to compliance with the new tax laws, if we do not have a tax-exempt form on file, sales tax will be charged upon invoicing when applicable. If registered as a nonprofit or tax-exempt organization, please provide your state's tax-exempt certificate or letter. If you are a re-seller, please send us a copy of your Certificate of Resale with your state sales tax ID. If you would like to pay by using Discover, MasterCard, Visa, or American Express, please use the following link to enter your credit card information on our secure order processing portal <https://manageorders.com/#/order/detail/47fa33bfbd91b62325ed7b41d975ac81edaeaf04> Please be sure to open and inspect your shipment of award/gift items as soon as they arrive and advise us immediately if there are any damaged items. We package your awards with the utmost care, and packaging has been tested to ensure reliability, but accidents in shipping can occur. * If any accidents have occurred during shipping, you must notify us within 3 business days of receipt, so we can file a claim with the carrier. * We will need photos of the damage to all the parts, and photos of all the shipping boxes. If you received damaged awards, we will replace them at no cost (including shipping). If damage is not reported within 3 business days of receipt, and photos of the damaged parts and of the shipping containers are not received, the claim may be voided and charges for replacement units may apply. We look forward to working with you again soon. Thank you! Sincerely, Jenna Hacker Accounting jenna.hacker@awardingyou.com

[attachment: College of DuPageInvoice wNotes7830805-22-2020.pdf]

APPROVED

05/27/20 - MARK CURTIS

INVOICE REVIEWED

OKAY TO PAY

BARBARA GROVES 05/27/20



Awarding You
A National Engravers, Inc. Company
3985 Commerce Drive Phone: 800-753-3384
St. Charles, IL 60174 Fax: 630-639-5226

Invoice: 78308

Date Ordered: 4/24/20

Date Invoiced: 5/22/20

Date Due: 6/21/20

Ordered By	Phone	Fax	Email
Barbara Groves	630-942-2005	630-942-3925	grovesb16@cod.edu

COLLEGE OF DUPAGE
ACCOUNTS PAYABLE
425 FAWELL BLVD.
DUPAGE, IL 60504

APPROVED

05/27/20 - MARK CURTIS

SHIP TO:
COLLEGE OF DUPAGE
C/O BARB GROVES 630-942-2005
2620 CARRIAGE COURT
DUPAGE, IL 60504

Customer #	PO Number	Terms	Salesperson	Ship Method
1109		Net 30	House Account	2) FedEx Ground Home delivery

Qty	Part Number	Description	Unit Price	Total Price
7	7156	Martin 6" x 8" Cherry Finish Plaque	37.00	259.00
		Outstanding Faculty		
4	7157	Martin 7" x 9" Cherry Finish Plaque	42.00	168.00
		Outstanding Adviser, Faculty		
11				

Subtotal	427.00
Sales Tax	
Shipping	18.00
Total	445.00
Paid	
Balance	445.00

Note:

INVOICE REVIEWED
OKAY TO PAY
BARBARA GROVES 05/27/20



Report Date: 5/22/2020

Page # 1/1