

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1208086
Vendor Name: American Hotel Register Compan
Invoice Number: 92475813
Invoice Date: 05/05/20
PO Number: B0369330
Check Number: E0080339
Check Amount: \$ 61,797.65
Check Date: 06/08/2020
Department ID: 18004
Reviewer Name:
Voucher Number: V0622246
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: DoNotReply@americanhotel.com
Sent: Wed May 06 22:12:12 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice Form 0092475813

Thank you for placing an order with American Hotel Register Company! Your invoice for this order is attached. If you have any questions, please contact us at 1-800-323-5686 We appreciate your business!

[attachment: Invoice Form.PDF]



American Hotel Register
100 S. Milwaukee Ave
Vernon Hills, IL 60061-4305

Invoice : 92475813

Date: 05/05/2020
Total Amount: 65,319.65
Sales Order Number (Date): 662613 (12/20/2019)
Customer PO Number: PO 367891
Payment Terms: Net 30
Due Date: 06/04/2020
Incoterms: PPA, Prepaid & Add
Sold To Party: 60137CLL
Bill To Party: 60137CLL

1-800-323-5686

www.americanhotel.com

Federal ID # 36-0726190

COLLEGE OF DUPAGE
425 22nd St
Glen Ellyn IL 60137-0339

Ship To Party: 200000433

COLLEGE OF DUPAGE CNTRL RECVNG
CHC 1007
425 22nd St
Glen Ellyn IL 60137-6599

APPROVED
05/19/20 - KRISTINE FAY

Remit To

American Hotel Register, PO Box 206720, Dallas, TX 75320-6720

Please reference your invoice number on your payment to be sure we properly apply this to your account.

Notes

Catalog Number	Description	Quantity	Unit Price	Extended Price
WALL SCONCES	Wall Sconce	11 EA	267.00	2,937.00
SLEEPER SOFAS	Twin Sleeper	2 EA	2250.00	4,500.00
FEES	Freight	1 EA	333.90	333.90
DECORATIVE PILLOWS	Accent Pillow	6 EA	325.00	1,950.00
DECORATIVE PILLOWS	Accent Pillow A	2 EA	165.50	331.00
DECORATIVE PILLOWS	Accent Pillow B	2 EA	167.25	334.50
OCCASIONAL TABLES	C Table	6 EA	365.75	2,194.50

INVOICE REVIEWED
OKAY TO PAY
PAULA BURNS 05/18/20



Proud to be a certified
women-owned business

During these extraordinary times of limited inventory and unavailable stock, we are temporarily amending our returns policy. As of March 21, 2020, unless the order is incorrect, or an item is defective or damaged in transit, all sales are final. Orders that are correctly delivered by American Hotel are ineligible for credit, exchange, or refund. Signed claims for incorrect orders, defective items, or items damaged in transit must be completed within 3 calendar days of receipt of the shipment, with condition of the goods noted. Please contact us at 1-800-323-5686 for assistance with incorrect orders, defective items, or items damaged in transit. Thank you for your understanding and compliance.
Late Charge: 1.50% per month penalty on all past due invoices.

Invoice : 92475813

TABLE LAMPS	Table Lamp	6	EA	587.00	3,522.00
TABLE LAMPS	Floor Lamp	6	EA	762.50	4,575.00
FEES	Install	1	EA	9137.51	9,137.51
FREIGHT	Freight	1	EA	360.00	360.00
CUSTOM WNDW TREA	Window Treatment	6	EA	5690.34	34,142.04
CUSTOM WNDW TREA	Window Treatment	1	EA	1002.20	1,002.20
Subtotal amount					65,319.65
Total Amount (USD)					65,319.65

APPROVED
05/19/20 - KRISTINE FAY



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From: zerrudom@cod.edu
Sent: Mon May 18 15:55:13 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: American Hotel Register

From: Burns, Paula
Sent: Monday, May 18, 2020 1:41 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: American Hotel Register

Hello Marivic,

Don Inman checked in a few invoices I have for American Hotel. He sent me this one but it was not listed in my queue. I am sending it to you for your information. The BO# 369330.

Thank you.

Paula Burns
Administrative Assistant
Arts, Communication, and Hospitality
College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137
630-942-4209
burnsp@cod.edu



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100 S. Milwaukee Ave
Vernon Hills, IL 60061-4305

1-800-323-5686

www.americanhotel.com

Federal ID # 36-0726190

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B0367891 IS A VOIDED BLANKET

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425 22nd St
Glen Ellyn IL 60137-6599

Ship To Party: 200000433

COLLEGE OF DUPAGE CNTRL REC'NG
CHC 1007
425 Fawell Blvd
Glen Ellyn IL 60137-6599

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SBR PAGE 2



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100 S. Milwaukee Ave
Vernon Hills, IL 60061-4305

Phone: 1-800-323-5686
Web: www.americanhotel.com

Invoice : 92475813

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NEED PO #					
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Subtotal amount					65,319.65
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PAY ONLY 65,319.65
< 3,522.00 >

61,797.65

DBI



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Late Charge: 1.50% per month penalty on all past due invoices

From: zerrudom@cod.edu
Sent: Mon Jun 08 09:11:05 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



Disclosure Statement:

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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

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Willowbrook Ford/Kia	59,124.30	22620	2/21/2019	2019 Ford F-450