

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1525019

Vendor Name: Chicagoland Promotions, Ltd

Invoice Number: 32939

Invoice Date: 06/25/20

PO Number:

Check Number: E0080361

Check Amount: \$ 2,714.00

Check Date: 06/10/2020

Department ID: 99372

Reviewer Name:

Voucher Number: V0625579

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: acctpay@cod.edu
Sent: Thu Jun 04 12:49:40 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Chicaogoland promotions - Check Request

From: Hernandez, Shannon <hernan@cod.edu>
Sent: Thursday, June 4, 2020 9:47 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Chicaogoland promotions - Check Request

REVIEWED

By Melissa Doguim at 10:10 am, Jun 03, 2020

College of DuPage - Accounts Payable
Check Request Form
revised 11/20/19

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Non-Purchase Order Procedure No. 10-65

Date: 3/25/2020
Vendor ID: 1525019

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
32939	10	99	99372	2900099	Funds Held in Custody of Othr	\$ 2,714.00
Grand Total						\$ 2,714.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate.☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approval indicated below will not be processed until after the goods/services have been delivered to the recipient in full.Payee Name: ChicagoLand Promotions
Payee Address: 22W440 Sycamore, Glen Ellyn, IL 60137

Other Instructions:

Description on Check:

Jackets and hats for Horticulture Club for annual competition

Approvals:

Prepared By: Shannon Hernandez
Signature: Shannon Hernandez
Payment Due: 4/17/2020
Board Approved Date:Approved By: Chuck Steele
Signature: [Signature]
Date: 3/25/20
Approved By: [Signature]
Signature: [Signature]
Date: 06/02/2020
Approved By Division VP: Diana Del Rosario
Digitally signed by Diana Del Rosario
Date: 2020.06.03 22:15:31 -05'00'

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

Invoice: 32939



ChicagoLand Promotions
 22 W440 Sycamore, Glen Ellyn, IL 60137
 orders@ChicagoLandPromotions.com
Phone: 630.984.6880
Fax: 630.981.0469

Date Ordered: 3/3/20
 Date Invoiced: 3/20/20
 Date Due: 3/30/20

Ordered By:	Phone	Fax	Email
Brian Clement	3092553414		clement@cod.edu

COLLEGE OF DUPAGE
 ACCT (1525019)
 425 FAWELL BLVD
 GLEN ELLYN, IL 60137

SHIP TO:
 COLLEGE OF DUPAGE ACCT (1525019)
 BRIAN CLEMENT ACCT (1525019)
 425 FAWELL BLVD
 GLEN ELLYN, IL 60137

Customer #	Po Number	Terms	Salesperson	Ship Method
2118	2020sponsors	Net 10		

Design #	Design Title
6026	COD Horticulture

Qty	Part #	Item	Youth							Unit Price	Total Price
			xs2/4	s-6/8	m10/12	L14/16	x18/20				
			Adult	S	M	LG	XL	XXL	XXXL		
20	TNT	BLACK Big Accessories Knit Beanie		20						9.00	180.00
16	155653	BLACK Columbia - Ascender™ Softshell Jacket	0	6	7	3				87.00	1,392.00
2	155653	BLACK Columbia - Ascender™ Softshell Jacket						2		89.00	178.00
13	st351	Black/White	0	5	6	2				20.00	260.00
2	st351	Black/White						2		22.00	44.00
22	own 1/4 zips	Brian1/4 zip's LEFT CHEST chappy		22							
	Print	Tees: Chappy front+2020 sponsor									
	print	Columbia Jackets, Left Chest embroidering									
22	full back	Embroidery Chappy+COD-jacket backs	0	4	10	7	1			12.00	264.00
22	own 1/4 zips	Brian1/4 zip's Chappy COD Chest		22						6.00	132.00
22	own 1/4 zips	Brian1/4 zip's Right Arm "College of Dupage"		22						6.00	132.00
22	own 1/4 zips	Brian1/4 zip's Right Arm SPONSORS		22						6.00	132.00
75											

Sales Tax 2015 Rates = ☐
 Exempt Sales = ☐

Subtotal	2,714.00
Sales Tax	
Ship/Handl	
Total	2,714.00
Paid	
Balance	2,714.00

Note:

Thank You For Your Order! Call 630.984.6880 or email orders@chicagolandpromotions.com; claims must be reported within three business days. No Statement will follow, this is your only invoice; please pay direct from this invoice.