

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1208086  
Vendor Name: American Hotel Register Compan  
Invoice Number: 92483455  
Invoice Date: 05/13/20  
PO Number: B0369330  
Check Number: E0080582  
Check Amount: \$ 55,807.15  
Check Date: 06/23/2020  
Department ID: 18004  
Reviewer Name:  
Voucher Number: V0622647  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: DoNotReply@americanhotel.com  
Sent: Wed May 13 22:11:53 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Invoice Form 0092483455  
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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 : 92483455

Date: 05/13/2020  
Total Amount: 59,731.31  
Sales Order Number (Date): 662613 (12/20/2019)  
Customer PO Number: PO 367891  
Payment Terms: Net 30  
Due Date: 06/12/2020  
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 60137-6599

Ship To Party: 200000433

COLLEGE OF DUPAGE CNTRL RECNG  
CHC 1007  
425 Fawell Blvd  
Glen Ellyn IL 60137-6599

#### 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
DECORATIVE MIRRORS	Large Mirror	6 EA	875.00	5,250.00
FREIGHT	Freight	1 EA	348.38	348.38
BED BASES	King Bed Base	4 EA	1285.75	5,143.00
BED BASES	Queen Bed Base	2 EA	1145.00	2,290.00
CC DESKS	Left Desk	3 EA	4415.00	13,245.00
CC DESKS	Right Desk	3 EA	4415.00	13,245.00
WINDOW VALANCE	Valance	6 EA	529.72	3,178.32



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 : 92483455**

WINDOW VALANCE	Valance	1	EA	220.00	220.00
FREIGHT	Freight	1	EA	1082.45	1,082.45
HEADBOARDS	King Headboard	3	EA	2000.00	6,000.00
HEADBOARDS	Queen Headboard	2	EA	1950.00	3,900.00
HEADBOARDS	ADA Headboard	1	EA	1655.00	1,655.00
FFE FEES	Color Match	1	EA	250.00	250.00
Subtotal amount					55,807.15
Tax					3,924.16
Total Amount (USD)					59,731.31



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

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From: zerrudom@cod.edu  
Sent: Tue Jun 23 16:20:50 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Over \$25K payments for Chairman approval  
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**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 10:19 AM  
**To:** Barrios, Isabel <barriosi142@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: Over \$25K payments for Chairman approval

Hi Everyone,

The over \$25K payments have been approved by the Chairman. See e-mail chain below.

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 22, 2020 5:48 PM  
**To:** Brady, Scott  
**Cc:** Napolitano, Frank; Caputo, Brian; Roberts, Ellen; Kalin, Lilianna; Refakes, Eugene; Sekerka, Joyce  
**Subject:** Re: Over \$25K payments for Chairman approval

Approved, but when is the xerox contract up?

Thanks

Sent from my iPhone

On Jun 22, 2020, at 4:51 PM, Brady, Scott <bradys310@cod.edu > wrote:

Chair Napolitano,

Please see below seven payments which need your approval to pay. If you need additional information let us know.  
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	
American Hotel Register	55,807.15	92483455	11/21/2019	Hotel furniture-mirrors
Antigua, Inc	73,181.63	b0369188/061120	2/20/2020	Virtual Reality Classroo
ASR Analytics, LLC	26,940.00	4425	1/17/2017	Guarded Academic
M.A. Mortenson Co.	299,512.00	APP# 10	1/17/2019	Cleve Carney Gallery
Unitixs Vasular Inc.	66,699.00	55243	3/19/2020	Complete multilab
Vision Point Media	48,009.36	ML5006	6/20/2019	June Media/March
Xerox Corporation	35,140.53	230255775	7/17/2014	Impression Charges