

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1525019

Vendor Name: Chicagoland Promotions, Ltd

Invoice Number: 32956

Invoice Date: 03/27/20

PO Number:

Check Number: E0080757

Check Amount: \$ 602.00

Check Date: 07/08/2020

Department ID: 99372

Reviewer Name:

Voucher Number: V0634697

Redaction Type: None

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

Document Below

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From: acctpay@cod.edu  
Sent: Wed Jul 08 08:13:50 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check Request - ChicagoLand Promotions  
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**From:** Hernandez, Shannon <hernan@cod.edu>  
**Sent:** Tuesday, July 7, 2020 6:32 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Check Request - ChicagoLand Promotions

*Shannon Hernandez*

College of DuPage  
Office of Student Life  
Coordinator of Student Life – Clubs and Office Operations  
Co-Advisor Phi Theta Kappa  
630-942-3054

Deliberative \* Restorative \* Adaptability \* Empathy \* Harmony

College of DuPage - Accounts Payable  
Check Request Form  
revised 3/27/17

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 - Check Request Procedure No. 10-65

Date: 5/20/2020  
Vendor ID: 1525019

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	99372	2900099	Funds Held in Custody of Othr	\$ 602.00

Grand Total \$ 602.00

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 at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been provided in a satisfactory condition/manner.

**AP VERIFIED**  
**07/08/20 - MARIA ZERRUDO**

Payee Name: ChicagoLand Promotions Other Instructions: \_\_\_\_\_

Payee Address: 22W440 Sycamore, Glen Ellyn, IL 60137

Description on Check:  
Payment for t-shirts for Horticulture Club

Approvals:

Prepared By: Shannon Hernandez Approved By: Chuck Steele Date: 5/21/20  
Signature: Shannon Hernandez Signature: Chuck Steele  
Payment Due: 5/20/2020 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Approved Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Approved By Division VP: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

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

**CHICAGO LAND  
PROMOTIONS**

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

# Invoice: 32956

Date Ordered: 3/19/20  
Date Invoiced: 3/27/20  
Date Due: 4/6/20

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	Amy's tees	Net 10		

Design #	Design Title
6026	COD Horticulture

Qty	Part #	Item	Youth xs2/4 s-6/8 m10/12 L14/16 xl18/20							Unit Price	Total Price
			Adult	S	M	LG	XL	XXL	XXXL		
		Print Tees: Chappy front only print									
1	st351	xs Black/White		1	0	0	0			20.00	20.00
28	st351	Black/White		3	6	8	11			20.00	560.00
1	st351	Black/White						1		22.00	22.00
30											

Sales Tax 2015 Rates = ☐  
Exempt Sales = ☐

Subtotal	602.00
Sales Tax	
Ship/Handl	
Total	602.00
Paid	
Balance	602.00

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.