

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082405
Vendor Name: B. Gunther & Company
Invoice Number: 82297
Invoice Date: 02/17/21
PO Number: P0372313
Check Number: 0277238
Check Amount: \$ 1,626.60
Check Date: 03/09/2021
Department ID: 00797
Reviewer Name: Jacquelyn Campagnolo
Voucher Number: V0662119
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Jenna Hacker <jenna.hacker@awardingyou.com >

Sent: Thu Feb 18 09:42:42 CST 2021

To: invoicing@cod.edu

CC:

Subject: [External] Please find the attached invoice and online payment link 82297 - Invoice 82297 - 2/18/2021

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear AP,

Thank you for your recent order. 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/eca81f685c97290a66611179e531e28a2383650f>

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 wNotes8229702-18-2021.pdf]



B. Gunther & Co.
3985 Commerce Drive
St. Charles, IL 60174
Phone: 800-753-3384
Fax: 630-639-5226

Invoice: 82297

Date Ordered: 2/3/21
Date Invoiced: 2/17/21
Date Due: 3/19/21

Ordered By	Phone	Fax	Email
Dana Collsen	630.942.2639		collsend@cod.edu

COLLEGE OF DUPAGE
ACCOUNTS PAYABLE
425 FAWELL BLVD.
GLEN ELLYN, IL 60137

SHIP TO:
COLLEGE OF DUPAGE
DANA COLLSEN - HR, 630.942.2639
425 FAWELL BLVD.
GLEN ELLYN, IL 60137

Customer #	PO Number	Terms	Salesperson	Ship Method
15940	372313	Net 30	Jeanne Brommer	1) FedEx Standard Ground

Qty	Part Number	Description	Unit Price	Total Price
45	SO	Cosmos Bowl	35.00	1,575.00

Subtotal	1,575.00
Sales Tax	
Shipping	51.60
Total	1,626.60
Paid	
Balance	1,626.60

Note:

INVOICE REVIEWED
OKAY TO PAY
JACQUELYN CAMPAGNOLO 02/23/21

APPROVED
MARITZA RUANO 02/23/21

