

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1431112

Vendor Name: Carrillo Photo

Invoice Number: 20200923

Invoice Date: 02/12/21

PO Number:

Check Number: E0083537

Check Amount: \$ 400.00

Check Date: 03/03/2021

Department ID: 00825

Reviewer Name:

Voucher Number: V0663930

Redaction Type: None

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

Document Below

Invoice



2156 W. FULTON ST., #2000 CHICAGO, IL 60612
312.455.1820 art@carrillophoto.com

February 16, 2021

Mark Brady
Marketing & Creative Services
College of Dupage
IRC 1060
425 Fawell Blvd
Glen Ellyn, IL 60137

AP VERIFIED
03/02/21 - MARIA ZERRUDO

Project: Photography for College of Dupage's Engage publication at Pioneer Services, Inc.

Usage: Unlimited use, all imagery.

Project Date: February 12, 2021

Invoice: 20200923

DESCRIPTION	QTY.	RATE	AMOUNT	TOTAL
Photographer Fees:				
Available Light Photography Fee	2	\$175.00 per hour	\$350.00	\$350.00
Usage	Unlimited use, all imagery	Included	Included	Included
Expenses:				
Minor Color Adjustment	1	\$25.00 per hour	\$25.00	\$25.00
Image Processing	1	\$25.00 per hour	\$25.00	\$25.00
			Total	\$400.00

Laurette

Jorgensen

Digitally signed by
Laurette Jorgensen
Date: 2021.02.16
10:23:24 -06'00'

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tue Mar 02 13:55:23 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Attached Document

From: Metcalf, Marsha <metcalf@cod.edu>
Sent: Tuesday, March 2, 2021 1:55 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Attached Document

01-90-00825-5309001

Thanks.

Marsha Metcalf
Administrative Assistant, Marketing and Communications
College of DuPage
425 Fawell Blvd., Glen Ellyn IL 60137
Phone (630) 942-3370 / Email metcalf@cod.edu
Office Location Institutional Resource Center (IRC) 1045

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tuesday, March 2, 2021 1:54 PM
To: Metcalf, Marsha <metcalf@cod.edu>
Subject: RE: Attached Document

Hi Marsha,

What is the GL no again for Carrillo Photo?

I deleted the IC form because we don't need it and forgot to get the GL no.

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2601 | zerrudom@cod.edu

From: Metcalf, Marsha <metcalf@cod.edu>
Sent: Tuesday, March 2, 2021 12:38 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Attached Document

Can you just pay with the GL?

Marsha Metcalf
Administrative Assistant, Marketing and Communications
College of DuPage
425 Fawell Blvd., Glen Ellyn IL 60137
Phone (630) 942-3370 / Email metcalf@cod.edu
Office Location Institutional Resource Center (IRC) 1045

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tuesday, March 2, 2021 11:28 AM
To: Metcalf, Marsha <metcalf@cod.edu>
Subject: RE: Attached Document

I got the approve invoice. But do you want this paid with the GL or PO?

From: Metcalf, Marsha <metcalf@cod.edu>
Sent: Tuesday, March 2, 2021 10:49 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Jorgensen, Laurette <jorgensenl@cod.edu>
Subject: RE: Attached Document

Marivic
So I need to re-submit this or will you be paying this?
In the future I will secure a PO for this vendor.
Thanks,
Marsha

Marsha Metcalf
Administrative Assistant, Marketing and Communications
College of DuPage
425 Fawell Blvd., Glen Ellyn IL 60137
Phone (630) 942-3370 / Email metcalf@cod.edu
Office Location Institutional Resource Center (IRC) 1045

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tuesday, March 2, 2021 9:20 AM
To: Metcalf, Marsha <metcalf@cod.edu>
Cc: Jorgensen, Laurette <jorgensenl@cod.edu>
Subject: Attached Document

Hi Marsha,

The attached is for Carrillo Photo. This has been vetted and it is not approved as an Independent Contractor. Moving forward, this should be submitted as an invoice. Since the invoice has already been approved, will pay out of that using the GL from the IC form.

Thanks

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu