

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1601672  
Vendor Name: Masterpiece International Limi  
Invoice Number: SCHFAI00105386  
Invoice Date: 05/10/21  
PO Number: B0374112  
Check Number: 0282386  
Check Amount: \$ 26,833.38  
Check Date: 06/22/2021  
Department ID: 11999  
Reviewer Name:  
Voucher Number: V0687029  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below



# MASTERPIECE INTERNATIONAL

MASTERPIECE - NEW YORK HQ  
39 Broadway, 14th Floor  
New York, NY 10006  
Tel: 212-825-4800  
Fax: 212-825-7010  
AR@masterpieceintl.com  
www.masterpieceintl.com

## INVOICE SCHFAI00105386

Page 1 of 2

COLLEGE OF DU PAGE  
ATTENTION: THE ACCOUNTS PAYABLE MANAGER  
COMMUNITY COLLEGE DISTRICT 502  
425 FAWELL BLVD  
CLARK, ILL 60111

**06/16/21 - BETHANY CRUSE**

INVOICE DATE	10-May-21
CUSTOMER ID	COLOFDGEL
SHIPMENT	SCHFAI00105386
DUE DATE	09-Jul-21
TERMS	60 days from Inv. Date

CONSOL NUMBER C00090075

### SHIPMENT DETAILS

PRINTED BY: Scott Pfeifer

SHIPPER	CONSIGNEE
CORDOVA PLAZA S.A. DE C.V.	COLLEGE OF DU PAGE

### ORDER NUMBERS / OWNER'S REFERENCE

### GOODS DESCRIPTION

Paintings

IMPORT CUSTOMS BROKER	WEIGHT	VOLUME	CHARGEABLE	PACKAGES
MASTERPIECE INTERNATIONAL LTD., LLC	481.000 KG	3.000 M3	500.0 KG	7 CR

FLIGHT / DATE	MAWB	HAWB
6R500 / 09-May	87313460171	

ORIGIN	ETD	DESTINATION	ETA
MXMEX = Ciudad de Mexico, Mexico	09-May-21	USCHI = Chicago, United States	09-May-21

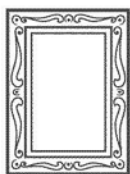
### CUSTOMS ENTRY DETAILS

D52-0136920-0

### CHARGES

DESCRIPTION	CHARGES IN USD
Customs Clearance Services	450.00
Customs Bond Fee	575.00
Airline Import Terminal Fee	150.00
Tarmac Supervision	450.00
Supervision of Arrival	550.00
Exclusive Delivery from the Chicago airport to COD	850.00
Intervention and Coordination	125.00
Communications	75.00
Courier Coordination	80.00
Security Follow Car	300.00
Foreign Charges export charges	6,995.00
Collection and Remittance on foreign charges	105.00
Supervision of layover at JFK	700.00

Continued Over...



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39 Broadway, 14th Floor  
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Fax: 212-825-7010  
AR@masterpieceintl.com  
www.masterpieceintl.com

## INVOICE SCHFAI00105386

Page 2 of 2

COLLEGE OF DU PAGE  
ATTENTION: THE ACCOUNTS PAYABLE MANAGER  
COMMUNITY COLLEGE DISTRICT 502  
425 FAWELL BLVD  
GLEN ELLYN IL 60137

INVOICE DATE	10-May-21
CUSTOMER ID	COLOFDGEL
SHIPMENT	SCHFAI00105386
DUE DATE	09-Jul-21
TERMS	60 days from Inv. Date

BO# 374112 = \$11,405.00

05-60-11999-5309004  
460 Artist Fees G20\_KAHLO

\*please include invoice# in payment description\*

**APPROVED**

By Ellen McGowan at 10:10 am, Jun 16, 2021

### TOTAL CHARGES

Please contact us immediately should there be any discrepancies. All shipments are subject to our Terms and Conditions available at www.masterpieceintl.com. Payment of invoice constitutes acknowledgement and agreement of our terms and conditions unless otherwise agreed upon.

SUBTOTAL 11,405.00

TOTAL USD 11,405.00

CUSTOMER ID COLOFDGEL

Invoiced

USD 11,405.00

BALANCE DUE

USD 11,405.00

DUE DATE

09-Jul-21

### Transfer Funds To:

ABA 021000021

SWIFT CHASUS33

Account 590-408356

JPMORGAN CHASE BANK, N.A.  
55 WATER STREET, NY, NY 10041

Pay Ref COLOFDGEL SCHFAI00105386 00239209

### Address:

MASTERPIECE INTERNATIONAL LTD., LLC  
39 BROADWAY RM 1410  
NEW YORK NY 10006  
UNITED STATES

-----  
From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Wed Jun 16 10:14:47 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Inv Masterpiece #SCHFAI00105386 11,405  
-----

Please process the attached invoice. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Masterpiece Intl INVOICE - SCHFAI00105386 - 11,405.00 COLOFDGEL (10-May-21).pdf]

-----  
From: Cruse, Bethany <cruseb199@cod.edu>  
Sent: Tue Jun 22 15:04:24 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: RE: Request for Masterpiece Shipping Payments Exception - Please Rush  
-----

---

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Tuesday, June 22, 2021 1:01 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Cc:** McGowan, Ellen <mcgowan@cod.edu>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush  
**Importance:** High

Hi Bethany,

Per Ellen Roberts approval to print these on one check tomorrow for Ellen McCowan.

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](mailto:sekerkaj@cod.edu)

---

**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Tuesday, June 22, 2021 12:36 PM  
**To:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Cc:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush

Good afternoon,

OK, thanks for the explanation. Approved.

Thank you,

Ellen

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

**From:** Virgilio, David <virgiliod@cod.edu>  
**Sent:** Tuesday, June 22, 2021 12:30 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Cc:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** RE: Request for Masterpiece Shipping Payments Exception - Please Rush

Hi Ellen,

You will have just seen an email to Chair Dunne to ask for her approval to release payments on nine items. Masterpiece International is one of those items. However, the \$30k that is on today's list is an **additional** payment to them that is on top of the three invoices that were referenced in this email string. Accounts Payable needs the Chair's approval on the \$30k one, but as the below three items were all individually below the Chair approval threshold and will be paid with separate vouchers, we did not need to include it today. AP is, however, awaiting your approval to be able to issue the payments tomorrow (I believe in check form) directly to the MAC. I believe Joyce has emailed you about that. Please reply to her initial email or to this one with your approval.

Please let us know if you have any questions,

Thx!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage** – Glen Ellyn, IL  
phone 630.942.3028 – fax 630.942.2297

**Check out the Financial Affairs Team Site [Here](#)**

---

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Monday, June 21, 2021 1:50 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Cc:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush  
**Importance:** High

David,

The contract and funds for these services were approved by the Board in April. I'm assuming they are asking for the release of funds by the Board Chair. Can we seek the Chair's approval on a check for these invoices prior to the Board meeting, so we can get a check for a bit over \$26,000 processed for payments?  
Not sure if we've done this previously.

Thank you,

Ellen

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

---

**From:** Humphrey, Vera <humphreyv@cod.edu>

**Sent:** Monday, June 21, 2021 1:39 PM

**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>

**Cc:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>; McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>; Cruse, Bethany <[cruseb199@cod.edu](mailto:cruseb199@cod.edu)>

**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush

**Importance:** High

Hi Ellen,

For your consideration and approval if appropriate.

Thank you.

Vera Humphrey  
Administrative Assistant to the  
Interim Vice President  
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



---

**From:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>

**Sent:** Monday, June 21, 2021 12:40 PM

**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Cc:** Cruse, Bethany <[cruseb199@cod.edu](mailto:cruseb199@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>

**Subject:** Request for Masterpiece Shipping Payments Exception

**Importance:** High

Vera,

Can you please forward our message to Ellen Roberts. Thank you.

Per Payables suggestions, we are asking permission to process payments for the three separate attached invoices for Masterpiece International. We understand the policy of no check over 15K and 25K going out prior to board approval. Due to the urgent nature of invoices related to our Frida Kahlo exhibit, we are hoping for an exception to pay these three invoices in a timely manner this week. These are all for the three shipments of Frida artwork that arrived in May. There is a fourth invoice over \$30K that must be approved by the BOT and that one will have to wait.

Our options with the attached three are:

- Process each invoice with a separate check to be mailed this week.
- Process the invoices attached on one check to be mailed this week. The total amount added together for the three attached is 26,833.38.
- Process only one check this week with no exception approval.

Please let us know what you think would be the best solution. The plan as of today is to only process one payment because it must be under 15K. We understand if we cannot process all three this week, but thought we would ask for an exception.

Please advise.

Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Blvd

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1601672

Vendor Name: Masterpiece International Limi

Invoice Number: SCHFAI00105392

Invoice Date: 05/25/21

PO Number: B0374112

Check Number: 0282386

Check Amount: \$ 26,833.38

Check Date: 06/22/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0687030

Redaction Type: None

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

Document Below





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MASTERPIECE - NEW YORK HQ  
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AR@masterpieceintl.com  
www.masterpieceintl.com

## INVOICE SCHFAI00105392

Page 1 of 2

COLLEGE OF DU PAGE  
ATTENTION: THE ACCOUNTS PAYABLE MANAGER  
COMMUNITY COLLEGE DISTRICT 502  
425 FAWEEL BLVD  
GLEN ELLYN IL 60137

INVOICE DATE	25-May-21
CUSTOMER ID	COLOFDGEL
SHIPMENT	SCHFAI00105392
DUE DATE	24-Jul-21
TERMS	60 days from Inv. Date
CONSOL NUMBER	C00090080

**AP VERIFIED**  
**06/16/21 - BETHANY CRUSE**

### SHIPMENT DETAILS

PRINTED BY: Scott Pfeifer

SHIPPER	CONSIGNEE
FIDEICOMISO MUSEO DOLORES OLMEDO PATINO	COLLEGE OF DU PAGE

### ORDER NUMBERS / OWNER'S REFERENCE

### GOODS DESCRIPTION

Paintings

IMPORT CUSTOMS BROKER	WEIGHT	VOLUME	CHARGEABLE	PACKAGES
MASTERPIECE INTERNATIONAL LTD., LLC	359.000 KG	2.770 M3	1800.0 KG	6 CR
FLIGHT / DATE	MAWB	HAWB		
13-May	87313460182			
ORIGIN	ETD	DESTINATION	ETA	
MXMEX = Ciudad de Mexico, Mexico	13-May-21	USCHI = Chicago, United States	13-May-21	

### CUSTOMS ENTRY DETAILS

D52-0137971-2

### CHARGES

DESCRIPTION	CHARGES IN USD
Airline Import Terminal Fee	150.00
Tarmac Supervision	450.00
Supervision of Arrival	550.00
Exclusive Delivery from the Chicago airport to COD	850.00
Customs Clearance Services	450.00
Customs Bond Fee	575.00
Intervention and Coordination	125.00
Communications	75.00
Courier Coordination	80.00
Foreign export charges	6,650.00
Collection and Remittance on foreign charges	99.00
Supervision of transfer at JFK	700.00

Continued Over...



# MASTERPIECE INTERNATIONAL

MASTERPIECE - NEW YORK HQ  
39 Broadway, 14th Floor  
New York, NY 10006  
Tel: 212-825-4800  
Fax: 212-825-7010  
AR@masterpieceintl.com  
www.masterpieceintl.com

## INVOICE SCHFAI00105392

Page 2 of 2

COLLEGE OF DU PAGE  
ATTENTION: THE ACCOUNTS PAYABLE MANAGER  
COMMUNITY COLLEGE DISTRICT 502  
425 FAWELL BLVD  
GLEN ELLYN IL 60137

INVOICE DATE	25-May-21
CUSTOMER ID	COLOFDGEL
SHIPMENT	SCHFAI00105392
DUE DATE	24-Jul-21
TERMS	60 days from Inv. Date

**BO# 374112 = \$10,754.00**

05-60-11999-5309004  
460 Artist Fees G20\_KAHLO

\*please include invoice# in payment description\*

**APPROVED**

By Ellen McGowan at 10:17 am, Jun 16, 2021

### TOTAL CHARGES

Please contact us immediately should there be any discrepancies. All shipments are subject to our Terms and Conditions available at www.masterpieceintl.com. Payment of invoice constitutes acknowledgement and agreement of our terms and conditions unless otherwise agreed upon.

**SUBTOTAL** 10,754.00

**TOTAL USD** 10,754.00

CUSTOMER ID COLOFDGEL

Invoiced

USD 10,754.00

BALANCE DUE

USD 10,754.00

DUE DATE

24-Jul-21

### Transfer Funds To:

ABA 021000021

SWIFT CHASUS33

Account 590-408356

JPMORGAN CHASE BANK, N.A.  
55 WATER STREET, NY, NY 10041

Pay Ref COLOFDGEL SCHFAI00105392 00243533

### Address:

MASTERPIECE INTERNATIONAL LTD., LLC  
39 BROADWAY RM 1410  
NEW YORK NY 10006  
UNITED STATES

-----  
From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Wed Jun 16 10:19:56 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Inv Masterpiece #SCHFAI00105392 10,754.00  
-----

Please process the attached invoice. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Masterpiece Intl INVOICE - SCHFAI00105392 - 10,754.00 COLOFDGEL (25-May-21).pdf]

-----  
From: Cruse, Bethany <cruseb199@cod.edu>  
Sent: Tue Jun 22 15:04:15 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: RE: Request for Masterpiece Shipping Payments Exception - Please Rush  
-----

---

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Tuesday, June 22, 2021 1:01 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Cc:** McGowan, Ellen <mcgowan@cod.edu>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush  
**Importance:** High

Hi Bethany,

Per Ellen Roberts approval to print these on one check tomorrow for Ellen McCowan.

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](mailto:sekerkaj@cod.edu)

---

**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Tuesday, June 22, 2021 12:36 PM  
**To:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Cc:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush

Good afternoon,

OK, thanks for the explanation. Approved.

Thank you,

Ellen

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)

630-942-2218

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**From:** Virgilio, David <virgiliiod@cod.edu>  
**Sent:** Tuesday, June 22, 2021 12:30 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Cc:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** RE: Request for Masterpiece Shipping Payments Exception - Please Rush

Hi Ellen,

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Please let us know if you have any questions,

Thx!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage** – Glen Ellyn, IL  
phone 630.942.3028 – fax 630.942.2297

**Check out the Financial Affairs Team Site [Here](#)**

---

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Monday, June 21, 2021 1:50 PM  
**To:** Virgilio, David <virgiliiod@cod.edu>  
**Cc:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush  
**Importance:** High

David,

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Thank you,

Ellen

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Monday, June 21, 2021 1:39 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Cc:** Sekerka, Joyce <sekerkaj@cod.edu>; McGowan, Ellen <mcgowan@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush  
**Importance:** High

Hi Ellen,

For your consideration and approval if appropriate.

Thank you.

Vera Humphrey  
Administrative Assistant to the  
Interim Vice President  
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



---

**From:** McGowan, Ellen <mcgowan@cod.edu>  
**Sent:** Monday, June 21, 2021 12:40 PM  
**To:** Humphrey, Vera <humphreyv@cod.edu>  
**Cc:** Cruse, Bethany <cruseb199@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** Request for Masterpiece Shipping Payments Exception  
**Importance:** High

Vera,  
Can you please forward our message to Ellen Roberts. Thank you.

Per Payables suggestions, we are asking permission to process payments for the three separate attached invoices for Masterpiece International. We understand the policy of no check over 15K and 25K going out prior to board approval. Due to the urgent nature of invoices related to our Frida Kahlo exhibit, we are hoping for an exception to pay these three invoices in a timely manner this week. These are all for the three shipments of Frida artwork that arrived in May. There is a fourth invoice over \$30K that must be approved by the BOT and that one will have to wait.

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- Process only one check this week with no exception approval.

Please let us know what you think would be the best solution. The plan as of today is to only process one payment because it must be under 15K. We understand if we cannot process all three this week, but thought we would ask for an exception.

Please advise.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1601672  
Vendor Name: Masterpiece International Limi  
Invoice Number: SCHFAI00105392/A  
Invoice Date: 05/25/21  
PO Number: B0374112  
Check Number: 0282386  
Check Amount: \$ 26,833.38  
Check Date: 06/22/2021  
Department ID: 11999  
Reviewer Name:  
Voucher Number: V0687031  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below





# MASTERPIECE INTERNATIONAL

**MASTERPIECE - NEW YORK HQ**  
39 Broadway, 14th Floor  
New York, NY 10006  
**Tel:** 212-825-4800  
**Fax:** 212-825-7010  
AR@masterpieceintl.com  
[www.masterpieceintl.com](http://www.masterpieceintl.com)

## INVOICE SCHFAI00105392/A

Page 1 of 1

COLLEGE OF DU PAGE  
ATTENTION: THE ACCOUNTS PAYABLE MANAGER  
COMMUNITY COLLEGE DISTRICT 502  
425 FAWELL AVE  
GLEN ELLYN, IL 60137

**AP VERIFIED**

**06/16/21 - BETHANY CRUSE**

INVOICE DATE	25-May-21
CUSTOMER ID	COLOFDGEL
SHIPMENT	SCHFAI00105392
DUE DATE	24-Jul-21
TERMS	60 days from Inv. Date
CONSO NUMBER	C00090080

### SHIPMENT DETAILS

PRINTED BY: Scott Pfeifer

SHIPPER	CONSIGNEE
FIDEICOMISO MUSEO DOLORES OLMEDO PATINO	COLLEGE OF DU PAGE

### ORDER NUMBERS / OWNER'S REFERENCE

### GOODS DESCRIPTION

Paintings

IMPORT CUSTOMS BROKER	WEIGHT	VOLUME	CHARGEABLE	PACKAGES
MASTERPIECE INTERNATIONAL LTD., LLC	359.000 KG	2.770 M3	1800.0 KG	6 CR
FLIGHT / DATE	MAWB	HAWB		
13-May	87313460182			
ORIGIN	ETD	DESTINATION	ETA	
MXMEX = Ciudad de Mexico, Mexico	13-May-21	USCHI = Chicago, United States	13-May-21	

### CUSTOMS ENTRY DETAILS

D52-0137971-2

### CHARGES

DESCRIPTION	CHARGES IN USD
Foreign Charges - overage	4,674.38

**BO# 374112 = \$4,674.38**

**APPROVED**

By Ellen McGowan at 10:20 am, Jun 16, 2021

05-60-11999-5309004  
460 Artist Fees G20\_KAHLO

\*please include invoice# in payment description\*

### TOTAL CHARGES

Please contact us immediately should there be any discrepancies. All shipments are subject to our Terms and Conditions available at [www.masterpieceintl.com](http://www.masterpieceintl.com). Payment of invoice constitutes acknowledgement and agreement of our terms and conditions unless otherwise agreed upon.

**SUBTOTAL** 4,674.38

**TOTAL USD** 4,674.38

CUSTOMER ID COLOFDGEL

Inviced

USD 4,674.38

**BALANCE DUE**  
**DUE DATE**

**USD 4,674.38**  
**24-Jul-21**

### Transfer Funds To:

ABA 021000021 SWIFT CHASUS33  
Account 590-408356  
JPMORGAN CHASE BANK, N.A.  
55 WATER STREET, NY, NY 10041

### Address:

MASTERPIECE INTERNATIONAL LTD., LLC  
39 BROADWAY RM 1410  
NEW YORK NY 10006  
UNITED STATES

Pay Ref COLOFDGEL SCHFAI00105392/A 00243540



-----  
From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Wed Jun 16 10:22:13 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Inv Masterpiece #SCHFAI00105392\_A 4674.38  
-----

Please process the attached invoice. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Masterpiece Intl INVOICE - SCHFAI00105392\_A - 4,674.38 COLOFDGEL (25-May-21).pdf]

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From: Cruse, Bethany <cruseb199@cod.edu>  
Sent: Tue Jun 22 15:04:09 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: RE: Request for Masterpiece Shipping Payments Exception - Please Rush  
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**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Tuesday, June 22, 2021 1:01 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Cc:** McGowan, Ellen <mcgowan@cod.edu>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush  
**Importance:** High

Hi Bethany,

Per Ellen Roberts approval to print these on one check tomorrow for Ellen McCowan.

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](mailto:sekerkaj@cod.edu)

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**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Tuesday, June 22, 2021 12:36 PM  
**To:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Cc:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush

Good afternoon,

OK, thanks for the explanation. Approved.

Thank you,

Ellen

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

**From:** Virgilio, David <virgiliod@cod.edu>  
**Sent:** Tuesday, June 22, 2021 12:30 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Cc:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** RE: Request for Masterpiece Shipping Payments Exception - Please Rush

Hi Ellen,

You will have just seen an email to Chair Dunne to ask for her approval to release payments on nine items. Masterpiece International is one of those items. However, the \$30k that is on today's list is an **additional** payment to them that is on top of the three invoices that were referenced in this email string. Accounts Payable needs the Chair's approval on the \$30k one, but as the below three items were all individually below the Chair approval threshold and will be paid with separate vouchers, we did not need to include it today. AP is, however, awaiting your approval to be able to issue the payments tomorrow (I believe in check form) directly to the MAC. I believe Joyce has emailed you about that. Please reply to her initial email or to this one with your approval.

Please let us know if you have any questions,

Thx!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage** – Glen Ellyn, IL  
phone 630.942.3028 – fax 630.942.2297

**Check out the Financial Affairs Team Site [Here](#)**

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**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Monday, June 21, 2021 1:50 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Cc:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush  
**Importance:** High

David,

The contract and funds for these services were approved by the Board in April. I'm assuming they are asking for the release of funds by the Board Chair. Can we seek the Chair's approval on a check for these invoices prior to the Board meeting, so we can get a check for a bit over \$26,000 processed for payments?  
Not sure if we've done this previously.

Thank you,

Ellen

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

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**From:** Humphrey, Vera <humphreyv@cod.edu>

**Sent:** Monday, June 21, 2021 1:39 PM

**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>

**Cc:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>; McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>; Cruse, Bethany <[cruseb199@cod.edu](mailto:cruseb199@cod.edu)>

**Subject:** FW: Request for Masterpiece Shipping Payments Exception - Please Rush

**Importance:** High

Hi Ellen,

For your consideration and approval if appropriate.

Thank you.

Vera Humphrey  
Administrative Assistant to the  
Interim Vice President  
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



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**From:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>

**Sent:** Monday, June 21, 2021 12:40 PM

**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Cc:** Cruse, Bethany <[cruseb199@cod.edu](mailto:cruseb199@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>

**Subject:** Request for Masterpiece Shipping Payments Exception

**Importance:** High

Vera,

Can you please forward our message to Ellen Roberts. Thank you.

Per Payables suggestions, we are asking permission to process payments for the three separate attached invoices for Masterpiece International. We understand the policy of no check over 15K and 25K going out prior to board approval. Due to the urgent nature of invoices related to our Frida Kahlo exhibit, we are hoping for an exception to pay these three invoices in a timely manner this week. These are all for the three shipments of Frida artwork that arrived in May. There is a fourth invoice over \$30K that must be approved by the BOT and that one will have to wait.

Our options with the attached three are:

- Process each invoice with a separate check to be mailed this week.
- Process the invoices attached on one check to be mailed this week. The total amount added together for the three attached is 26,833.38.
- Process only one check this week with no exception approval.

Please let us know what you think would be the best solution. The plan as of today is to only process one payment because it must be under 15K. We understand if we cannot process all three this week, but thought we would ask for an exception.

Please advise.

Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Blvd