

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1431112

Vendor Name: Carrillo Photo

Invoice Number: 20210512

Invoice Date: 05/26/21

PO Number:

Check Number: E0084884

Check Amount: \$ 987.50

Check Date: 06/02/2021

Department ID: 00825

Reviewer Name:

Voucher Number: V0682730

Redaction Type: None

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

Document Below

# Invoice

## AP VERIFIED

### 05/26/21 - BETHANY CRUSE



# CARRILLO

PHOTO

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

May 13, 2021

Lou Demas  
Coordinator, Creative Services  
College of Dupage  
Berg Instructional Center  
425 Fawell Blvd  
Glen Ellyn, IL 60137

Project: College of Dupage's Campus and Landscape Photography  
Usage: Unlimited use, all imagery

Project Date: May 12, 2021  
Invoice: 20210512

DESCRIPTION	QTY.	RATE	AMOUNT	TOTAL
<b>Photographer Fees:</b>				
Available Light Photography Fee	1	\$175.00 per hour	\$175.00	\$175.00
<b>Expenses:</b>				
Minor Color Adjustment	1	\$25.00 per hour	\$25.00	\$25.00
Image Processing	1	\$25.00 per hour	\$25.00	\$25.00
			<b>Total</b>	<b>\$225.00</b>

Laurie

Jorgensen

Digitally signed by  
Laurie Jorgensen  
Date: 2021.05.26  
11:43:43 -05'00'

-----  
From: Metcalf, Marsha <metcalf@cod.edu>  
Sent: Wed May 26 11:44:44 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Carrillo Photo invoice #20210512  
-----

Carrillo Photo invoice #20210512 for processing.

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](mailto:metcalf@cod.edu)  
*Office Location* Institutional Resource Center (IRC) 1045

[attachment: Carrillo Photo invoice #20210512 FY21.pdf]  
[attachment: Voucher Confirmation\_ V0682730.pdf]

**From:** [acctpay@cod.edu](mailto:acctpay@cod.edu)  
**To:** [Metcalf, Marsha](#)  
**Subject:** Voucher Confirmation: V0682730  
**Date:** Wednesday, May 26, 2021 11:22:55 AM

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Voucher Number V0682730  
Voucher Status In Progress (Unfinished)

Requestor Name Mrs Marsha S. Metcalf

Voucher Date 05/26/21  
Due Date 06/01/21  
Vendor ID and/or Name 1431112 Carrillo Photo  
AP Type IM Invoices < \$15,000  
Voucher Total \$225.00

ITEM 1

Item Description campus landscape photography fee  
Quantity 1.000  
Price \$175.0000  
Extended Price \$175.00  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

ITEM 2

Item Description campus landscape photography coloradjust  
Quantity 1.000  
Price \$25.0000  
Extended Price \$25.00  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

ITEM 3

Item Description campus landscape photography process  
Quantity 1.000  
Price \$25.0000  
Extended Price \$25.00  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

COMMENTS

WARNING: All line items on this document have  
been populated with default tax form  
information from the chosen vendor.

APPROVAL

**Laurie Jorgensen**

DATE

Digitally signed by Laurie

Jorgensen

Date: 2021.05.26 11:41:54 -05'00'

NEXT APPROVALS

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1431112

Vendor Name: Carrillo Photo

Invoice Number: 20210524A

Invoice Date: 05/24/21

PO Number:

Check Number: E0084884

Check Amount: \$ 987.50

Check Date: 06/02/2021

Department ID: 00825

Reviewer Name:

Voucher Number: V0682861

Redaction Type: None

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

Document Below

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From: Metcalf, Marsha <metcalf@cod.edu>  
Sent: Tue Jun 01 09:32:22 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Carrillo Photo Buildings  
-----

Thank you.

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](mailto:metcalf@cod.edu)  
*Office Location* Institutional Resource Center (IRC) 1045

[attachment: Carrillo Photo invoice #20210524A FY21.pdf]  
[attachment: Voucher Confirmation\_ V0682861.pdf]

# Invoice



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

May 27, 2021

Lou Demas  
Coordinator, Creative Services  
College of Dupage  
Berg Instructional Center  
425 Fawell Blvd  
Glen Ellyn, IL 60137

**AP VERIFIED**  
**06/01/21 - MARIA ZERRUDO**

Project: College of Dupage's Campus Buildings and Landscape Photography  
Usage: Unlimited use, all imagery

Project Date: May 24, 2021  
Invoice: 20210524A

DESCRIPTION	QTY.	RATE	AMOUNT	TOTAL
<b>Photographer Fees:</b>				
Available Light Photography Fee	2	\$175.00 per hour	\$350.00	\$350.00
<b>Expenses:</b>				
Minor Color Adjustment	2	\$25.00 per hour	\$50.00	\$50.00
Image Processing	2	\$25.00 per hour	\$50.00	\$50.00
			<b>Total</b>	<b>\$450.00</b>

Laurie  
Jorgensen

Digitally signed by  
Laurie Jorgensen  
Date: 2021.06.01  
09:31:40 -05'00'

**From:** [acctpay@cod.edu](mailto:acctpay@cod.edu)  
**To:** [Metcalf, Marsha](#)  
**Subject:** Voucher Confirmation: V0682861  
**Date:** Thursday, May 27, 2021 1:20:58 PM

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Voucher Number V0682861  
Voucher Status In Progress (Unfinished)

Requestor Name Mrs Marsha S. Metcalf

Voucher Date 05/27/21  
Due Date 06/01/21  
Vendor ID and/or Name 1431112 Carrillo Photo  
AP Type IM Invoices < \$15,000  
Voucher Total \$450.00

ITEM 1

Item Description Photographer fees  
Quantity 2.000  
Price \$175.0000  
Extended Price \$350.00  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

ITEM 2

Item Description color adjustment  
Quantity 2.000  
Price \$25.0000  
Extended Price \$50.00  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

ITEM 3

Item Description image processing  
Quantity 2.000  
Price \$25.0000  
Extended Price \$50.00  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

COMMENTS

WARNING: All line items on this document have  
been populated with default tax form  
information from the chosen vendor.

**Laurie** Digitally signed  
APPROVAL DATE by Laurie  
**Jorgensen** Jorgensen  
NEXT APPROVALS Date: 2021.06.01  
**n** 09:30:59 -05'00'



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1431112  
Vendor Name: Carrillo Photo  
Invoice Number: 20210524B  
Invoice Date: 05/24/21  
PO Number:  
Check Number: E0084884  
Check Amount: \$ 987.50  
Check Date: 06/02/2021  
Department ID: 00825  
Reviewer Name:  
Voucher Number: V0682862  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: Metcalf, Marsha <metcalf@cod.edu>  
Sent: Tue Jun 01 09:29:46 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Carrillo Photo Covid  
-----

For processing.

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](mailto:metcalf@cod.edu)  
*Office Location* Institutional Resource Center (IRC) 1045

[attachment: Carrillo Photo invoice #20210524B FY21.pdf]  
[attachment: Voucher Confirmation\_ V0682862.pdf]

# Invoice



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

May 27, 2021

Lou Demas  
Coordinator, Creative Services  
College of Dupage  
Berg Instructional Center  
425 Fawell Blvd  
Glen Ellyn, IL 60137

**AP VERIFIED**  
**06/01/21 - MARIA ZERRUDO**

Project: Photography of Covid on Campus at College of Dupage  
Usage: Unlimited use, all imagery

Project Date: May 24, 2021  
Invoice: 20210524B

DESCRIPTION	QTY.	RATE	AMOUNT	TOTAL
<b>Photographer Fees:</b>				
Available Light Photography Fee	1.5	\$175.00 per hour	\$262.50	\$262.50
<b>Expenses:</b>				
Minor Color Adjustment	1	\$25.00 per hour	\$25.00	\$25.00
Image Processing	1	\$25.00 per hour	\$25.00	\$25.00
			<b>Total</b>	<b>\$312.50</b>

Laurie  
Jorgensen

Digitally signed by  
Laurie Jorgensen  
Date: 2021.06.01  
09:29:11 -05'00'

**From:** [acctpay@cod.edu](mailto:acctpay@cod.edu)  
**To:** [Metcalf, Marsha](#)  
**Subject:** Voucher Confirmation: V0682862  
**Date:** Thursday, May 27, 2021 1:23:56 PM

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Voucher Number V0682862  
Voucher Status In Progress (Unfinished)

Requestor Name Mrs Marsha S. Metcalf

Voucher Date 05/27/21  
Due Date 06/01/21  
Vendor ID and/or Name 1431112 Carrillo Photo  
AP Type IM Invoices < \$15,000  
Voucher Total \$312.50

ITEM 1

Item Description photographer fees  
Quantity 1.500  
Price \$175.0000  
Extended Price \$262.50  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

ITEM 2

Item Description color adjustment  
Quantity 1.000  
Price \$25.0000  
Extended Price \$25.00  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

ITEM 3

Item Description image processing  
Quantity 1.000  
Price \$25.0000  
Extended Price \$25.00  
GL Distribution 01-90-00825-5309001  
Tax Info 1099NE NE1 IL

COMMENTS

WARNING: All line items on this document have  
been populated with default tax form  
information from the chosen vendor.

APPROVAL  
**Laurie**

NEED APPROVAL  
**Jorgensen**

DATE

Digitally signed by  
Laurie Jorgensen  
Date: 2021.06.01  
09:28:11 -05'00'