

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1516308  
Vendor Name: Roberts Distributors LP  
Invoice Number: 2-1092405-01  
Invoice Date: 05/18/21  
PO Number: P0373482  
Check Number: E0085156  
Check Amount: \$ 10,893.23  
Check Date: 06/16/2021  
Department ID: 00353  
Reviewer Name: Glenn Glinke  
Voucher Number: V0679807  
Redaction Type: None  
Document Type: AP Invoice

Document Below

# INVOICE REVIEWED OKAY TO PAY

Invoice

## GLENN GLINKE 06/09/21

ROBERTS DISTRIBUTORS  
ROBERTS, JIM OFER  
2101 SAINT LAURET  
INDIANAPOLIS, IN 46204  
P:317-636-5544 F:317-636-5793 FE-# 32-0000112

Ticket #: 2-1092405-01  
Ticket date: 5/18/21  
Station: 52  
Orig ord #: 2-1092405

Sold to: COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE, SRC2049  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137  
630-942-2221  
ACCOUNTS PAYABLE

Ship to: COLLEGE OF DUPAGE, SHIPPING & RECEIVING  
425 FAWELL BLVD  
ATTN: WAREHOUSE, MANAGER  
PO 879 403  
GLEN ELLYN, IL 60137

### APPROVED

### 06/09/21 - ANTHONY RAMOS

Customer #: 134906  
Sls rep: 65

Ship date: 06/09/21 Purchase Order #: 73188 Ship via: GROUND  
Location: Terms: PREPAY

Quantity	Item #	Description	Manuf Part #	Price	Selling unit	Ext prc
1	FUJ-28000	FUJ-GFX 50S MED FORMAT BODY	2449	5,058.86	EACH	5,058.86
Serial # 04000020						
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - CAMERA		-100.00	EACH	-100.00
1	FUJ-40168	FUJ-GFX 50S VERT BATTERY GRIP	2603	520.79	EACH	(Unshipped)
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - ACCESSORY		-25.00	EACH	(Unshipped)
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - ACCESSORY		-25.00	EACH	(Unshipped)
1	FUJ-31460	FUJ-GF 120MM F4 LM OIS MACRO	600018215	2,416.59	EACH	2,416.59
Serial # 07C00110						
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - LENS		-75.00	EACH	-75.00
1	HOY-07217	HOY-72MM NXT PLUS UV	A-NXTPL72UV	0.00	EACH	0.00
2	FUJ-32135	FUJ-NP-T125 BATTERY	3359 FOR GFX	94.07	EACH	188.14
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - ACCESSORY		-25.00	EACH	-25.00
1	FUJ-45008	FUJ-VIEW CAMERA ADAPTER G	3394	311.00	EACH	311.00
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - ACCESSORY		-25.00	EACH	-25.00
1	FUJ-32255	FUJ-RR-100 REMOTE RELEASE	3153 16588913	28.00	EACH	28.00
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - ACCESSORY		-25.00	EACH	-25.00
1	FUJ-31455	FUJ-GF 63MM 2.8 R WR	600018250	1,342.53	EACH	1,342.53
Serial # 76A11183						
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - LENS		-75.00	EACH	-75.00
1	HOY-06215	HOY-62MM NXT PLUS UV	A-NXTPL62UV	0.00	EACH	0.00



# Roberts

## Invoice

ROBERTS DISTRIBUTORS LP  
ROBERTS MAIL ORDER  
220 E SAINT CLAIR ST  
INDIANAPOLIS, IN 46204  
P:317-636-5544 F:317-636-5793 FE-# 32-0000112

Ticket #: 2-1092405-01  
Ticket date: 5/18/21  
Station: 52  
Orig ord #: 2-1092405

Sold to: COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE, SRC2049  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137  
630-942-2228  
ACCOUNTS PAYABLE

Ship to: COLLEGE OF DUPAGE, SHIPPING & RECEIVING  
425 FAWELL BLVD  
ATTN: WAREHOUSE, MANAGER  
PO 373482  
GLEN ELLYN, IL 60137

Customer #: 134906 Ship date: Purchase Order #: 373482 Ship-via code: GROUND  
Sls rep: 65 Location: 1 Terms: PREPAY

Quantity	Item #	Description	Manuf Part-#	Price	Selling unit	Ext prc
1	FUJ-EDU	COLLEGE OF DUPAGE	EDU PURCHASE MARKER	0.00	EACH	(Unshipped)
1	NOTE	17# 24x15x13		0.00	EACH	0.00
1	FUJ-EDU	COLLEGE OF DUPAGE	EDU PURCHASE MARKER	0.00	EACH	0.00
1	TRACK	UPS TRACKING #1Z4409470394311763		0.00	EACH	0.00

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**GLENN GLINKE 06/09/21**

Tender:  
ACCTS REC

9,020.12

Net tender: 9,020.12

User: 09

Total line items: 21

Sale subtotal: 9,020.12

Tax: 0.00

Authorized Signature: \_\_\_\_\_

PLEASE PAY FROM THIS INVOICE  
We Appreciate Your Business

Please REMIT to: 220 E. St. Clair St. Indianapolis, IN 46204

TOTAL: 9,020.12

Order # 2-1092405  
Order total 470.79  
Order amt due 470.79

VIDEO CAMERAS AND LENSES OVER \$999  
WILL INCUR A 20% RESTOCKING FEE DURING  
THE 14 DAY RETURN PERIOD



-----  
From: Edward Sipes <esipes@robertscamera.com >  
Sent: Tue May 18 14:01:06 CDT 2021  
To: invoicing@cod.edu  
CC: jscott@robertscamera.com  
Subject: [External] Your Invoice From Roberts Camera 2-1092405-01 For PO373482  
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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.

Hello Accounts Payable,  
Please pay from the invoice, for P.O. #373482, in the attached pdf. If you have any questions, please contact John Scott or Ed Sipes in the Pro Sales Office. Our contact info is below. Thank you very much for your business!

Your Sales Rep:  
John Scott  
Educational, Pro, & Commercial Sales Director  
jscott@robertscamera.com  
800-726-5544  
Monday through Friday 9 AM to 5:30 PM EDT

Ed Sipes  
Roberts Camera  
220 E Saint Clair St  
Pro Sales Dept  
Indianapolis, IN 46204

800-726-5544 Domestic USA  
317-636-5544 Local & International

esipes@robertscamera.com

[attachment: Receipt.pdf]

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From: Barrios, Isabel <barriosi142@cod.edu>  
Sent: Mon Jun 14 13:55:27 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Roberts Distributors - Manual Line Entry  
-----

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**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Monday, June 14, 2021 1:47 PM  
**To:** Barrios, Isabel <barriosi142@cod.edu>  
**Subject:** RE: Roberts Distributors - Manual Line Entry

Hi Isabel,  
I approve of the manual line entry to apply the credit for a wash.

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:** Barrios, Isabel <barriosi142@cod.edu>  
**Sent:** Monday, June 14, 2021 1:13 PM  
**To:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** Roberts Distributors - Manual Line Entry

Hi Joyce,  
As per our phone conversation, the above referenced vendor has issued us an invoice less \$25.00 discount as submitted to us on their quote. The quote indicated a product on two separate line items each receiving a \$25.00 discount for a total of \$50.00. When they invoiced us they presented only one line item with a quantity as two but only issued a \$25.00 discount. They realized the error and have issued a credit memo for the difference. In order for me to process the invoice against this purchase order, I would need to make a manual line entry charging the g/ for \$25.00 and then process the credit for the same amount to the same G/L creating a wash.

Please advise if you approve this manual entry. I will use your approval as an attachment to the original voucher #0679807.

Thank you.

**Isabel C. Barrios**  
**Accounts Payable Team Lead**  
**Cash Disbursements/Payroll Department**  
**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-3412 | [barriosi142@cod.edu](mailto:barriosi142@cod.edu)



**CHAPARRALS**

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1516308  
Vendor Name: Roberts Distributors LP  
Invoice Number: 2-1092405-01C  
Invoice Date: 05/21/21  
PO Number: P0373482  
Check Number: E0085156  
Check Amount: \$ 10,893.23  
Check Date: 06/16/2021  
Department ID: 00353  
Reviewer Name: Glenn Glinke  
Voucher Number: V0680042  
Redaction Type: None  
Document Type: AP Invoice

Document Below



# Roberts

## Invoice

ROBERTS DISTRIBUTORS LP  
ROBERTS MAIL ORDER  
220 E SAINT CLAIR ST  
INDIANAPOLIS, IN 46204  
P:317-636-5544 F:317-636-5793 FE-# 32-0000112

Ticket #: 2-1092405-01C  
Ticket date: 5/18/21  
Station: 52  
Orig ord #: 2-1092405

Sold to: COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE, SRC2049  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137  
630-942-2228  
ACCOUNTS PAYABLE

Ship to: COLLEGE OF DUPAGE, SHIPPING & RECEIVING  
425 FAWELL BLVD  
ATTN: WAREHOUSE, MANAGER  
PO 373482  
GLEN ELLYN, IL 60137

Customer #: 134906 Ship date: Purchase Order #: 373482 Ship-via code: GROUND  
Sls rep: 65 Location: 1 Terms: PREPAY

Quantity	Item #	Description	Manuf Part-#	Price	Selling unit	Ext prc
1	FUJ-40168	FUJ-GFX 50S VERT BATTERY GRIP	2603	520.79	EACH	(Unshipped)
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - ACCESSORY		-25.00	EACH	(Unshipped)
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - ACCESSORY		-25.00	EACH	-25.00
1	FUJ-EDU	COLLEGE OF DUPAGE	EDU PURCHASE MARKER	0.00	EACH	(Unshipped)
1	FUJ-EDU	COLLEGE OF DUPAGE	EDU PURCHASE MARKER	0.00	EACH	0.00
1	NOTE	MISSED RELEASING AGAINST INVOICE 2-1092405-01		0.00	EACH	0.00
1	NOTE	APPLIED TO INVOICE NP T125 CATER		0.00	EACH	0.00

**APPROVED**  
**06/10/21 - ANTHONY RAMOS**

Tender: (Change) ACCTS REC -25.00  
Net tender: -25.00

User: 09 Total line items: 7 Sale subtotal: -25.00  
Tax: 0.00

Authorized Signature: \_\_\_\_\_  
PLEASE PAY FROM THIS INVOICE  
We Appreciate Your Business

**INVOICE REVIEWED**  
**OKAY TO PAY**

Please REMIT to: 220 E. Saint Clair St Indianapolis, IN 46204  
**GLENN GLINKE 06/10/21**

Order # 2-1092405  
Order total 495.79  
Order amt due 495.79

VIDEO CAMERAS AND LENSES OVER \$999  
WILL INCUR A 20% RESTOCKING FEE DURING  
THE 14 DAY RETURN PERIOD





-----  
From: Edward Sipes <esipes@robertscamera.com>  
Sent: Tue May 18 16:36:33 CDT 2021  
To: invoicing@cod.edu  
CC: jscott@robertscamera.com  
Subject: [External] FW: Your Invoice From Roberts Camera  
-----

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.

Hello Accounts Payable,  
Missed accessing a credit towards the last invoice we sent you. This credit should apply towards invoice 2-1092405-01, for P.O. #373482. If you have questions, please contact John Scott or Ed Sipes in the Pro Sales Office. Thank you for working with us!

Your Sales Rep:  
John Scott  
Educational, Pro, & Commercial Sales Director  
jscott@robertscamera.com  
800-726-5544  
Monday through Friday 9 AM to 5:30 PM EDT

Ed Sipes  
Roberts Camera  
220 E Saint Clair St  
Pro Sales Dept  
Indianapolis, IN 46204

800-726-5544 Domestic USA  
317-636-5544 Local & International

esipes@robertscamera.com

[attachment: Receipt.pdf]

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1516308  
Vendor Name: Roberts Distributors LP  
Invoice Number: 2-1092329-02  
Invoice Date: 05/26/21  
PO Number: p0373222  
Check Number: E0085156  
Check Amount: \$ 10,893.23  
Check Date: 06/16/2021  
Department ID: 02637  
Reviewer Name: Barbara Groves  
Voucher Number: V0682799  
Redaction Type: None  
Document Type: AP Invoice

Document Below

# Roberts

## Invoice

ROBERTS DISTRIBUTORS LP  
ROBERTS MAIL ORDER  
220 E SAINT CLAIR ST  
INDIANAPOLIS, IN 46204  
P:317-636-5544 F:317-636-5793 FE-# 32-0000112

Ticket #: 2-1092329-02  
Ticket date: 5/26/21  
Station: 52  
Orig ord #: 2-1092329

Sold to: COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE, SRC2049  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137  
630-942-2228  
ACCOUNTS PAYABLE

Ship to: COLLEGE OF DUPAGE, SHIPPING & RECEIVING  
425 FAWELL BLVD  
ATTN: WAREHOUSE, MANAGER  
PO 373222, TOM PHELAN MAC 278  
GLEN ELLYN, IL 60137

Customer #: 134906  
Sls rep: 65

Ship date: 06/02/21

Purchase Order #: 373222

Ship-via code: GROUND  
Terms: PREPAY

**INVOICE REVIEWED**

**OKAY TO PAY**

**BARBARA GROVES 06/02/21**

Quantity	Item #	Description	Unit Price	Price	Selling unit	Ext prc
8	DOX-1028	Godox XProC TTL Wireless Flash Trigger fc	61.41	EACH	491.28	
6	DOX-1296	DOX-Carrying Bag for AD600Pro	32.88	EACH	(Unshipped)	
2	DOX-1296	DOX-Carrying Bag for 7600	32.88	EACH	65.76	
1	DOX-11	DOX-XE16 AD-100 to 1-3 Adapter	31.00	EACH	(Unshipped)	
1	NOTE	Ship w/ 2-1092657	0.00	EACH	0.00	
1	TRACK	UPS TRACKING #174400470207621048	0.00	EACH	0.00	

**APPROVED**

**06/14/21 - LISA STOCK**

Tender:

ACCTS REC

557.04

Net tender: 557.04

User: 09

Total line items: 6

Sale subtotal: 557.04

Tax: 0.00

Authorized Signature: \_\_\_\_\_

PLEASE PAY FROM THIS INVOICE  
We Appreciate Your Business

Please REMIT to: 220 E. St. Clair St. Indianapolis, IN 46204

TOTAL: 557.04

Order # 2-1092329  
Order total 845.28  
Order amt due 845.28

VIDEO CAMERAS AND LENSES OVER \$999  
WILL INCUR A 20% RESTOCKING FEE DURING  
THE 14 DAY RETURN PERIOD



-----  
From: Edward Sipes <esipes@robertscamera.com >  
Sent: Wed May 26 15:44:56 CDT 2021  
To: invoicing@cod.edu  
CC: phelant@cod.edu,jscott@robertscamera.com  
Subject: [External] Your Invoice From Roberts Camera 2-1092329-02 for PO 373222  
-----

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Hello Accounts Payable,  
Please pay from the invoice, for P.O. 373222, in the pdf attached. Your UPS Tracking Number is 1Z4409470397631948. It should arrive to you on Thursday. If you have any questions. Please contact John Scott or Ed Sipes in the Pro Sales Office. Thank you very much for working with us!

Your Sales Rep:  
John Scott  
Educational, Pro, & Commercial Sales Director  
jscott@robertscamera.com  
800-726-5544  
Monday through Friday 9 AM to 5:30 PM EDT

Ed Sipes  
Roberts Camera  
220 E Saint Clair St  
Pro Sales Dept  
Indianapolis, IN 46204

800-726-5544 Domestic USA  
317-636-5544 Local & International

esipes@robertscamera.com

[attachment: Receipt.pdf]

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1516308  
Vendor Name: Roberts Distributors LP  
Invoice Number: 2-1092405-03  
Invoice Date: 06/10/21  
PO Number: P0373482  
Check Number: E0085156  
Check Amount: \$ 10,893.23  
Check Date: 06/16/2021  
Department ID: 00353  
Reviewer Name: Glenn Glinke  
Voucher Number: V0686208  
Redaction Type: None  
Document Type: AP Invoice

Document Below



# Roberts

## Invoice

ROBERTS DISTRIBUTORS LP  
ROBERTS MAIL ORDER  
220 E SAINT CLAIR ST  
INDIANAPOLIS, IN 46204  
P:317-636-5544 F:317-636-5793 FE-# 32-0000112

Ticket #: 2-1092405-03  
Ticket date: 6/10/21  
Station: 52  
Orig ord #: 2-1092405

Sold to: COLLEGE OF DUPAGE  
ACCOUNTS PAYABLE, SRC2049  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137  
630-942-2228  
ACCOUNTS PAYABLE

Ship to: COLLEGE OF DUPAGE, SHIPPING & RECEIVING  
425 FAWELL BLVD  
ATTN: WAREHOUSE, MANAGER  
PO 373482  
GLEN ELLYN, IL 60137

Customer #: 134906 Ship date: Purchase Order #: 373482 Ship-via code: GROUND  
Sls rep: 65 Location: 1 Terms: PREPAY

Quantity	Item #	Description	Manuf Part-#	Price	Selling unit	Ext prc
1	FUJ-40168	FUJ-GFX 50S VERT BATTERY GRIP	2603	520.79	EACH	520.79
1	FUJ-EDU DISCOUNT	FUJI EDU DISCOUNT - ACCESSORY		-25.00	EACH	-25.00
1	FUJ-EDU	COLLEGE OF DUPAGE EDU PURCHASE MARKER		0.00	EACH	0.00
1	SN	fuj-40168		0.00	EACH	0.00
	Serial #	7A001467				
1	NOTE	2# 10X8X6		0.00	EACH	0.00
1	TRACK	UPS TRACKING #1Z4409470397400116		0.00	EACH	0.00

**APPROVED**

**06/10/21 - ANTHONY RAMOS**

Tender: ACCTS REC

495.79

Net tender: 495.79

User: 09

Total line items: 6

Sale subtotal: 495.79

Tax: 0.00

Authorized Signature: \_\_\_\_\_  
PLEASE PAY FROM THIS INVOICE  
We Appreciate Your Business

**INVOICE REVIEWED**

**OKAY TO PAY**

Please REMIT to: 220 E. St. Clair St. Indianapolis, IN 46204

TOTAL: 495.79

**GLENN GLINKE 06/10/21**

Order # 2-1092405  
Order total 0.00  
Order amt due 0.00

VIDEO CAMERAS AND LENSES OVER \$999  
WILL INCUR A 20% RESTOCKING FEE DURING  
THE 14 DAY RETURN PERIOD



-----  
From: Edward Sipes <esipes@robertscamera.com >  
Sent: Thu Jun 10 14:37:52 CDT 2021  
To: invoicing@cod.edu  
CC: phelant@cod.edu, jscott@robertscamera.com  
Subject: [External] Your Invoice From Roberts Camera 2-1092405-03 FOR PO 373482  
-----

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Hello Accounts Payable,  
Please pay from the invoice, for P.O. #373482, attached in the pdf. Your UPS Tracking Number 1Z4409470397400116, should be out for delivery on Friday. Thank you very much for your business!

Your Sales Rep:  
John Scott  
Educational, Pro, & Commercial Sales Director  
jscott@robertscamera.com  
800-726-5544  
Monday through Friday 9 AM to 5:30 PM EDT

Ed Sipes  
Roberts Camera  
220 E Saint Clair St  
Pro Sales Dept  
Indianapolis, IN 46204

800-726-5544 Domestic USA  
317-636-5544 Local & International

esipes@robertscamera.com

[attachment: Receipt.pdf]