

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1621315

Vendor Name: Block Imaging International In

Invoice Number: 11899

Invoice Date: 06/09/21

PO Number:

Check Number: E0085224

Check Amount: \$ 12,500.00

Check Date: 06/22/2021

Department ID: 00253

Reviewer Name:

Voucher Number: V0686795

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable  
Check Request Form  
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 6/9/2021  
Vendor ID: 1621315

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
11899	01	10	00253	1700001	Prepaid Expenses	\$ 12,500.00

Grand Total \$ 12,500.00

--- \$1,000 and Greater Approval of Division VP is Required ---

**AP VERIFIED**

Check the appropriate box below and sign

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Block Imaging International

Other Instructions: Note in ACH payment - "without cost to beneficiary"

Payee Address: 1845 Cedar St., Hold MI 48842

Description on Check:

Deposit to hold refurbished Hologic Selenia Dimensions 3D Tomo Digital Mammography machine. Requisition for PO has not yet been approved; therefore, I am unable to include a PO number for this purchase as of now. However, payment of this deposit should not be made against the PO per finance.

Approvals:

Prepared By: Adrianna Costello Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Adrianna Costello 6-9-21 Signature: \_\_\_\_\_  
Payment Due: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Approved Date: \_\_\_\_\_ Signature: Lisa Stock Digitally signed by Lisa Stock  
Date: 2021.06.09 11:24:58 -05'00'  
Approved By Division VP: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Mark Curtis-Chavez Digitally signed by Mark Curtis-Chavez  
Date: 2021.06.09 13:35:12 -05'00'

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

Hello, this is your

**BILL TO****ATTN: Accounts Payable**College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
USA**SHIP TO**425 Fawell Blvd  
Glen Ellyn, IL 60137  
USA**INVOICE****DUE DATE** : 6/7/2021  
**INVOICE NO.** : 11899  
**CUSTOMER REF.** :  
Invoice Date : 6/7/2021  
Contact Person : Shellaine Thacker  
Page : 1 of 1

Qty.	Item Name	Price	Total
1	Hologic Selenia Dimensions 3D TomoDigital Mammography	\$116,334.00	\$116,334.00

Subtotal	Tax	CURRENT PAYMENT DUE
\$116,334.00	\$0.00	\$12,500.00

If the above Equipment is exported, the following applies: These commodities, technology, or software are exported in accordance with the United States Export Administration Regulations. Diversion contrary to U.S. law is prohibited.

**Payment Terms**

See Imaging Proposal for payment terms.

**BANKING INFORMATION (USD & ALL OTHER CURRENCY)**Bank : JPMorgan Chase Bank  
Bank Address : N.A. New York, NY 10004Beneficiary : Block Imaging International, Inc  
: 1845 Cedar St., Holt, MI 48842ACH/EFT  
ACH/EFT Routing # :072000326  
Account # :687153366  
Reference # :INVOICE 11899USA Wire Transfer  
Routing # :021000021  
Account # :687153366  
Reference # :INVOICE 11899International Wire Transfer  
Swift :CHASUS33  
Account # :687153366  
Reference # :INVOICE 11899**ALL PAYMENTS TO BE MARKED "WITHOUT COST TO BENEFICIARY"****THANK YOU**We are honored to be your chosen imaging equipment, parts and service  
provider and look forward to the opportunity to serve you again.

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Jun 14 15:35:18 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Attached Document  
-----

---

**From:** Costello, Adrianna <costelloa146@cod.edu>  
**Sent:** Monday, June 7, 2021 6:03 PM  
**To:** Virgilio, David <virgiliod@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Attached Document

I was under the impression from my email conversation with Maria that the payment would need to go to the June Board for approval. I was not aware that the Board Chair approved these requests via email.

I was able to speak with the vendor and he is OK with us sending a payment of \$12,500 for the deposit. I've had a conversation with Maria about this, and I am going to redo the check request for \$12,500.00

*Best,*

*Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage | 425 Fawell Blvd. | HSC 1212  
Glen Ellyn, IL 60137

PLEASE NOTE: Our office closed on March 16, 2020 and remains closed until further notice due to COVID-19. Please do not call the number below and leave a voicemail message or send faxes, as I will not receive either of them. Email is the best way to contact me. Thank you!!

—  
P: 630-942-4523  
F: 630-942-4222

---

**From:** Virgilio, David <virgiliod@cod.edu>  
**Sent:** Monday, June 7, 2021 1:26 PM  
**To:** Costello, Adrianna <costelloa146@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Re: Attached Document

Adrianna, you're losing me a little... if the Board approved purchase of this item at the March meeting why do you think they need to approve it again? The release of the payment needs to be approved by the Board Chair per our internal policy (I believe it is in Administrative Procedure 10-60). But that is just email approval which is coordinated by our AP Supervisor.

-DV

---

**From:** Costello, Adrianna



**Sent:** Monday, June 7, 2021 9:39:42 AM

**To:** Virgilio, David; Zerrudo, Maria

**Subject:** RE: Attached Document

Hi Dave,

Thank you for clarifying that.

It would still need to go to the June 24<sup>th</sup> meeting for approval though, if I'm understanding correctly. The Board does not approve these as they arise, which is understandable, because they'd be approving things non-stop I'm sure.

I sent an email to Maria earlier explaining my concern about this and asking if it's acceptable to negotiate with the vendor to see if they'll accept a lower payment that doesn't need to be approved by the Board. My earlier email provides details as to why I asked this question.

*Best,*

*Adrianna Costello*

Academic Division Business Associate

Health Sciences & Nursing

College of DuPage | 425 Fawell Blvd. | HSC 1212

Glen Ellyn, IL 60137

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—  
P: 630-942-4523

F: 630-942-4222

---

**From:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>

**Sent:** Friday, June 4, 2021 12:15 PM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>; Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>

**Subject:** Re: Attached Document

Hi guys, what Marivic is referring to is our procedure that the Board Chair approves releases of payments that are over \$15,000. The voucher/check process can be completed by AP, then we email a listing of payments greater than \$15,000 to the Board Chair who emails back with approval.

this would not need to go for full board approval again,

thx,

-DV

---

**From:** Zerrudo, Maria

**Sent:** Friday, June 4, 2021 11:24:47 AM

**To:** Costello, Adrianna

**Cc:** Virgilio, David  
**Subject:** RE: Attached Document

Welcome

---

**From:** Costello, Adrianna <costelloa146@cod.edu>  
**Sent:** Friday, June 4, 2021 11:24 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Cc:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** RE: Attached Document

OK, thank you for that information. I was not aware of that.

*Best,*

*Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage | 425 Fawell Blvd. | HSC 1212  
Glen Ellyn, IL 60137

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—  
P: 630-942-4523  
F: 630-942-4222

---

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Friday, June 4, 2021 11:23 AM  
**To:** Costello, Adrianna <costelloa146@cod.edu>  
**Cc:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** RE: Attached Document

It is approved at regular scheduled meeting.

---

**From:** Costello, Adrianna <costelloa146@cod.edu>  
**Sent:** Friday, June 4, 2021 11:18 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Cc:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** RE: Attached Document

One more question out of curiosity – does the Board approve items like this only at regularly scheduled meetings or will they review/approve it prior to the June meeting?

*Best,*

# *Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage|425 Fawell Blvd.|HSC 1212  
Glen Ellyn, IL 60137

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—  
P: 630-942-4523  
F: 630-942-4222

---

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Friday, June 4, 2021 11:12 AM  
**To:** Costello, Adrianna <costelloa146@cod.edu>  
**Subject:** RE: Attached Document

Since it is over 15K, it is going to the Board for approval

---

**From:** Costello, Adrianna <costelloa146@cod.edu>  
**Sent:** Friday, June 4, 2021 11:09 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Attached Document

Hi Maria,

Thank you. I realized that after I sent you this email and read the 2<sup>nd</sup> email you sent. Sorry about that!!

Will they receive payment sometime next week?

*Best,*

# *Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage|425 Fawell Blvd.|HSC 1212  
Glen Ellyn, IL 60137

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—  
P: 630-942-4523  
F: 630-942-4222

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Friday, June 4, 2021 11:08 AM  
**To:** Costello, Adrianna <costelloa146@cod.edu>  
**Subject:** RE: Attached Document

They are not paper check, they are ACH and with ACH we can't write anything because it is a direct deposit

---

**From:** Costello, Adrianna <costelloa146@cod.edu>  
**Sent:** Friday, June 4, 2021 11:06 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Cc:** Virgilio, David <virgiliiod@cod.edu>  
**Subject:** RE: Attached Document

Hello Maria,

Yes, please write "without cost to beneficiary". Dave Virgilio advised me to have that written on the check.

If you need a description, the purpose of this check is to send a deposit to the vendor pre-purchase to hold the refurbished 3D mammography machine. The vendor had one for us previously, but it was sold to another customer. The refurbished machines are less expensive than brand new, so they move the inventory quickly when a refurbished machine comes in. This is a capital purchase and received Board approval at the March 18, 2021 BoT meeting.

I hope that helps. If you need anything else, please let me know.

Thank you.

*Best,*  
*Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage | 425 Fawell Blvd. | HSC 1212  
Glen Ellyn, IL 60137

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—  
P: 630-942-4523  
F: 630-942-4222

---

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Friday, June 4, 2021 8:24 AM  
**To:** Costello, Adrianna <costelloa146@cod.edu>  
**Subject:** Attached Document

Hi Adrianna,

Just to confirm, you have an instruction on the check request to mark check "without cost to beneficiary"  
Do you want this written on the check stub?

Please confirm.

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](mailto:zerrudom@cod.edu)

-----  
From: Accounts Payable <acctpay@cod.edu>  
Sent: Thu Jun 10 17:07:44 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Deposit Check Request  
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**From:** Costello, Adrianna <costelloa146@cod.edu>  
**Sent:** Thursday, June 10, 2021 3:48 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Cc:** Virgilio, David <virgilio@cod.edu>  
**Subject:** Deposit Check Request

Hi Maria,

Attached is the updated check request form for the deposit on the mammography machine. Please let me know if you have any questions.

Thank you!!

*Best,*  
*Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage | 425 Fawell Blvd. | HSC 1212  
Glen Ellyn, IL 60137

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—  
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F: 630-942-4222

[attachment: 3D Check Request for \$12500.00\_SIGNED\_6.10.21.pdf]

**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

3D Mammography Machine

2. **REASON FOR CONSIDERATION**

A single purchase exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The existing 3D mammography machine used in the Diagnostic Medical Imaging Radiography/Mammography program is 14 years old, and the technology is no longer relevant to that used at clinical sites by students.

Due to the high cost of purchasing a new machine, the Health Sciences and Nursing Division solicited quotes from three (3) vendors for refurbished equipment. The results are summarized in the table below.

Vendor	Total – Capital Funded	Full-Service Agreement FY21-FY22	Removal & Disposal of Existing 2D Mammography Machine
Block Imaging	\$116,334.00	Service terms include parts, labor, travel, glassware coverage, like kind detector coverage. Coverage term 1-year. Preventative maintenance visits, 2 per year. Annual limit of liability: \$25,000.00	Professional to uninstall and remove Analog Mammography System and CR
MXR Imaging, Inc.	\$150,000.00	Installation, service, support included in purchase price. 1-	Not included



		year parts warranty included.	
GE Healthcare	\$137,362.50	1-year warranty included	Not included

Budget Status

GL Account	FY2020	FY2021		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-10-00253-5806001 <i>Radiologic Tech: Equipment - Instructional</i>	\$ -	\$ 224,000	\$ 31,278	\$ 192,722
<b>Total Request</b>				<b>\$ 116,834</b>

*\*YTD Spend equals actuals as of 03/03/2021.*

This purchase supports the Strategic Long Range Plan Goal # 3.1 Student Centeredness – Enhance & expand opportunities to support student-learning needs.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Purchases of equipment previously owned by some entity other than the district itself are exempt from bidding in accordance with the Illinois Public Community College Act 110 ILCS 805/3-27.1.

4. RECOMMENDATION

That the Board of Trustees approves the purchase of a refurbished 3D Mammography Machine from Block Imaging, 1845 Cedar Street, Holt, MI 48842 for the total amount of \$116,834.00.

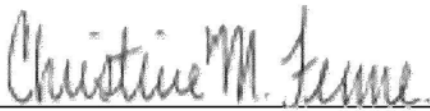

Staff Contact: Sue Dumford, Assistant Professor/Program Chair, Mammography  
Dilyss Gallyot, Interim Dean, Nursing & Health Sciences

SIGNATURE PAGE

3D Mammography Machine

ITEM(S) ON REQUEST

That the Board of Trustees approves the purchase of a refurbished 3D Mammography Machine from Block Imaging, 1845 Cedar Street, Holt, MI 48842 for the total amount of \$116,834.00.

	3/18/2021
BOARD CHAIR	DATE
	3/18/2021
BOARD SECRETARY	DATE

**From:** [Virgilio, David](#)  
**To:** [Costello, Adrianna](#); [Vosicky, Judith](#)  
**Cc:** [Dumford, Susan](#); [Hall, Shameica](#)  
**Subject:** RE: Deposit to Hold Equipment with Vendor  
**Date:** Friday, May 21, 2021 2:51:23 PM

---

I think that would be fine as long as the check requests includes perhaps an email string showing that the appropriate approvers are on board and explaining that the PO is in process and will be approved by those same people...

**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:** Costello, Adrianna <costelloa146@cod.edu>  
**Sent:** Friday, May 21, 2021 2:41 PM  
**To:** Virgilio, David <virgiliod@cod.edu>; Vosicky, Judith <vosicky@cod.edu>  
**Cc:** Dumford, Susan <dumfords@cod.edu>; Hall, Shameica <halls115@cod.edu>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Hi Dave,

I was completing the check request for the deposit we were emailing about yesterday, and I noticed in the highlighted section of your email regarding the process to follow, you mentioned that the PO should be noted on the check request, and also to note that deposit shouldn't be paid against PO.

I still need to send the contract through to Ellen Roberts for approval, as revisions to the terms & conditions were requested and the approved contract has to be attached in Mercury for the PO to be created. Since we don't have a PO yet, and that may take some time to get the requisition approved, is it OK to issue the deposit without having the PO? It appears this is acceptable in the steps on the check request form explaining how to process the request, but I just want to make sure this is the case.

Please let me know.

Thank you!!

*Best,*

## Adrianna Costello

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage/425 Fawell Blvd./HSC 1212  
Glen Ellyn, IL 60137

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—  
P: 630-942-4523  
F: 630-942-4222

---

**From:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Sent:** Thursday, May 20, 2021 4:56 PM  
**To:** Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>; Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>; Hall, Shameica <[halls115@cod.edu](mailto:halls115@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Thanks Judy, yes, the GL expense account that the open requisition is using is indeed 01-10-00253-5806001.

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

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---

**From:** Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Sent:** Thursday, May 20, 2021 4:53 PM  
**To:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>; Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>; Hall, Shameica <[halls115@cod.edu](mailto:halls115@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Hi Adrianna,

I added account number 01-10-00253-1700001 (Prepaid) today for you to use for paying the deposit amount. Once the refurbished 3D mammography machine for the mammography program is

received and the voucher to pay the balance is processed, please work with Shameica Hall to reverse the prepaid amount found in object 1700001 to 5806001 Equipment – Instructional. (I assume this is the account number the PO will be set up to).

Let me know if you have any questions,

Judy Vosicky  
College of DuPage, Accounting Supervisor  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137-6599  
630-942-2222  
[vosicky@cod.edu](mailto:vosicky@cod.edu)



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**From:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>  
**Sent:** Thursday, May 20, 2021 3:53 PM  
**To:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Thank you, Dave! I will.

*Best,*

*Adrianna Costello*

*Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage/425 Fawell Blvd./HSC 1212  
Glen Ellyn, IL 60137*

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F: 630-942-4222

---

**From:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Sent:** Thursday, May 20, 2021 3:36 PM  
**To:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Not a problem... please don't hesitate to keep me in the loop on this as you get closer to payment, as I could see this being a bit confusing as it starts to get into more people's hands ☺

**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

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---

**From:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>  
**Sent:** Thursday, May 20, 2021 3:35 PM  
**To:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

OK. Thanks for your help Dave!!

*Best,*  
*Adrianna Costello*  
*Academic Division Business Associate*  
*Health Sciences & Nursing*  
*College of DuPage/425 Fawell Blvd./HSC 1212*  
*Glen Ellyn, IL 60137*

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---

**From:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Sent:** Thursday, May 20, 2021 3:34 PM  
**To:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

My opinion - I would leave the original requisition alone at the full amount of \$116. I understand the first payment via check request will not go against that PO, but even when the final payment does, and the item is marked as received, then the PO will close out automatically, regardless if there is still an open balance remaining.

Then we will use a journal entry to move the deposit amount from the new GL account we're creating over to the expense account, and in the end the full \$116 will be recognized as an expense in the right place.

**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

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---

**From:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>  
**Sent:** Thursday, May 20, 2021 3:31 PM  
**To:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Hi Dave,

Question about the process.

After meeting with Bob yesterday, it was determined that we should request an invoice from the vendor with the purchase price less the deposit amount to provide to A/P. The vendor did send this invoice as well as an invoice for the remaining balance. Should I adjust the requisition amount in Mercury to the amount remaining after we issue the deposit check or should the requisition stay at the \$116,334.00 as it is entered? It seems as if the numbers should all match. Am I over thinking this?

Thank you!!

*Best,*



## *Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage/425 Fawell Blvd./HSC 1212  
Glen Ellyn, IL 60137

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—  
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---

**From:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Sent:** Thursday, May 20, 2021 3:19 PM  
**To:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Thanks, I did look through and saw it on the March agenda! In that case, I would not delete the requisition for \$116k, I would try to get that converted into a PO and then follow the steps I mentioned below...

**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

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---

**From:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>  
**Sent:** Thursday, May 20, 2021 3:18 PM  
**To:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Yes, it was approved by the Board.

*Best,*

## Adrianna Costello

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage/425 Fawell Blvd./HSC 1212  
Glen Ellyn, IL 60137

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**From:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Sent:** Thursday, May 20, 2021 3:00 PM  
**To:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Adrianna - - can you clarify, was this item eventually approved by the Board?

**David P. Virgilio, C.P.A.**  
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phone 630.942.3028 – fax 630.942.2297

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---

**From:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>  
**Sent:** Thursday, May 20, 2021 2:51 PM  
**To:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>  
**Subject:** RE: Deposit to Hold Equipment with Vendor

Hi Dave,

I entered the requisition back in January to hold the funds, and we had not gotten Board approval at that time so I didn't send it through for approval. There were several setbacks with this purchase since then, and the vendor sold the 3D refurbished machine we were going to purchase prior to us getting approved by the Board, as the refurbished machines are selling

quickly because they're about \$150K less than brand new. There is another machine coming from overseas, and the vendor has asked us to hold the machine with the deposit.

I hope that helps.

If you need me to cancel the requisition in Mercury to issue the deposit, or if you have further questions please let me know.

Thanks Dave!

*Best,*

*Adrianna Costello*

*Academic Division Business Associate*

*Health Sciences & Nursing*

*College of DuPage/425 Fawell Blvd./HSC 1212*

*Glen Ellyn, IL 60137*

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—

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F: 630-942-4222

---

**From:** Virgilio, David <virgiliod@cod.edu>

**Sent:** Thursday, May 20, 2021 2:29 PM

**To:** Costello, Adrianna <costelloa146@cod.edu>; Vosicky, Judith <vosicky@cod.edu>

**Cc:** Dumford, Susan <dumfords@cod.edu>

**Subject:** RE: Deposit to Hold Equipment with Vendor

Hi Adrianna - - I have noticed that there is an open requisition already started for this, dated 1/25/21... do you know why Procurement has not converted this into a Purchase Order yet?

My preference would be to follow through with that process, have the PO created and in our year-end processes, it will stay open and roll into next year, so when you have the final invoice, you can create the payment voucher against it.

In the meantime, when they need us to pay the deposit, you should submit that via a check request to accounts payable to a balance sheet GL account which Judy V can create (the GL department is 01-10-00253).

On that check request you can indicate that there a PO was approved and created, however, that deposit should not be paid against that PO (otherwise the PO would be automatically closed, which we don't want to happen).

Let me know if that sounds ok, or if I missed a step!

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

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---

**From:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>

**Sent:** Thursday, May 20, 2021 12:15 PM

**To:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>

**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>

**Subject:** RE: Deposit to Hold Equipment with Vendor

Hi Dave,

We'll be crossing fiscal years.

Let me know if you need further info.

Thank you!!

---

**From:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>

**Sent:** Wednesday, May 19, 2021 4:23 PM

**To:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>

**Cc:** Dumford, Susan <[dumfords@cod.edu](mailto:dumfords@cod.edu)>

**Subject:** RE: Deposit to Hold Equipment with Vendor

Hi Adrianna - - what is the timing like for this purchase? Will we be crossing fiscal years? What I mean by that, is will we be sending the deposit prior to June 30, and the rest after June 30? That will help determine the best course of action.

If we will be paying the deposit, paying the remainder, and receiving the item all prior to June 30, then we can just charge everything to the same GL expense account.

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

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---

**From:** Costello, Adrianna <costelloa146@cod.edu>

**Sent:** Wednesday, May 19, 2021 4:09 PM

**To:** Virgilio, David <virgiliod@cod.edu>

**Cc:** Dumford, Susan <dumfords@cod.edu>

**Subject:** Deposit to Hold Equipment with Vendor

Hi Dave,

I hope that all is going well with you.

In the process of obtaining approval to purchase a refurbished 3D mammography machine for the mammography program, the vendor sold the machine to another buyer. They have another machine coming from overseas that we would like to purchase, since we now have approval to move forward, and the vendor will hold the machine for us if we send a deposit.

Attached is the quote for the machine and toward the bottom the deposit terms are listed as 20%. Bob Hayley advised me to ask you what account you would like us to charge for the deposit amount?

Please let me know if you have any questions or need further information.

Thank you!!

*Best,*

*Adrianna Costello*

*Academic Division Business Associate*

*Health Sciences & Nursing*

*College of DuPage | 425 Fawell Blvd. | HSC 1212*

*Glen Ellyn, IL 60137*

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—

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F: 630-942-4222

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Fri Jun 18 09:38:09 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Crossing Fiscal Years with Capital Purchases  
-----

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**From:** Virgilio, David <virgiliod@cod.edu>  
**Sent:** Thursday, June 17, 2021 4:11 PM  
**To:** Costello, Adrianna <costelloa146@cod.edu>; Budget <budget@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>  
**Cc:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** RE: Crossing Fiscal Years with Capital Purchases

Hi Marivic, can you provide an update on the payment status of the yellow highlighted below?

Adrianna, my replies to your other questions are below, in red. Thanks!

**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

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**From:** Costello, Adrianna <costelloa146@cod.edu>  
**Sent:** Thursday, June 17, 2021 3:20 PM  
**To:** Budget <budget@cod.edu>; Virgilio, David <virgiliod@cod.edu>  
**Cc:** Virgilio, David <virgiliod@cod.edu>; Stella, Antoinette <stellaa212@cod.edu>; Stock, Lisa <stockl@cod.edu>; Groves, Barbara <grovesb16@cod.edu>; Curtis-Chavez, Mark <curtis-chavezm@cod.edu>  
**Subject:** RE: Crossing Fiscal Years with Capital Purchases  
**Importance:** High

Hi Toni and Dave,

I need some clarification and guidance on the purchase of the 3D mammography machine please. My questions are below.

- Has the deposit check in the amount of \$12,500.00 from GL 01-10-00253-1700001 been issued to Block Imaging (Colleague ID 1621315)? If not, will it be issued before June 30<sup>th</sup>?
- I did not submit the requisition that was in Mercury Commerce for approval by the June 10<sup>th</sup> deadline set by Procurement. Therefore, the PO will not be issued in FY21 and be open to roll into next year so that when the final invoice is received I can create the payment voucher against it. Does this mean:
  - The deposit cannot be issued? The deposit can be and will be issued the way you've submitted it. It can be done prior to the PO being created.
  - We will have to find funds in the FY22 budget to support this purchase, which totals \$116,334.00 (\$103,834.00 less deposit), and go through Board Approval again? It does not need board approval



again. The board has already approved it. I see you currently have \$350,311 budgeted in FY22 in 01-10-00253-5806001. Without knowing exactly what that amount is budgeted for, this purchase will eat into that amount, meaning, unless you prepare a budget transfer during FY22 to move more funds into that account, you may be limiting what other items you had initially planned on purchasing. As we move through FY22 the Budget Office can assist you in locating additional available funds if needed.

- Can we issue the deposit with FY21 funds to hold the machine, and when the FY22 budget is approved, find the remaining funding to make the final purchase? Yep, see my answer to "b".

Any advice you can provide would be very much appreciated.

Thank you for your help!!

*Best,*

*Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
College of DuPage | 425 Fawell Blvd. | HSC 1212  
Glen Ellyn, IL 60137

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---

**From:** Budget <[budget@cod.edu](mailto:budget@cod.edu)>  
**Sent:** Wednesday, June 16, 2021 3:32 PM  
**To:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>  
**Cc:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>; Stella, Antoinette <[stellaa212@cod.edu](mailto:stellaa212@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>; Groves, Barbara <[grovesb16@cod.edu](mailto:grovesb16@cod.edu)>; Curtis-Chavez, Mark <[curtis-chavez@cod.edu](mailto:curtis-chavez@cod.edu)>  
**Subject:** RE: Crossing Fiscal Years with Capital Purchases  
**Importance:** High

Adriana,

At this point we are unable to make modifications to the budget as it has already been presented for board approval at next week's meeting, but as we move through FY22, if it appears that budget is insufficient to cover this cost, we will need to discuss budget transfers and where we could pull additional funds from to move to your area.

Please let me know if you have additional questions.

Thank you,

**Toni Stella**  
**Budget Analyst | Budget Office**  
**College of DuPage**  
425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

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**From:** Costello, Adrianna <[costelloa146@cod.edu](mailto:costelloa146@cod.edu)>  
**Sent:** Wednesday, June 16, 2021 2:33 PM  
**To:** Budget <[budget@cod.edu](mailto:budget@cod.edu)>  
**Cc:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>  
**Subject:** Crossing Fiscal Years with Capital Purchases

Hello Toni,

I have been working on the capital purchase of 2 mammography machines for the Mammography program since last September. One machine is costing us \$42,300.00 and the other is costing us \$116,334.00 with a deposit being issued to the vendor in FY21 in the amount of \$12,500.00 to hold the machine. My understanding with this machine is the deposit will come from a GL other than the capital purchase GL for the Mammography program, and once it's delivered, I am to inform Shameica, and she is going to move funds from the deposit amount to the capital account (Dave, please correct me if I've misunderstood that part).

There are no carryover requests approved for either of these purchases, and they will more than likely not be delivered by June 30<sup>th</sup>, as obtaining final approvals to get a PO for each of them has been slow, and is further complicated by the procurement system being shut down for the transition process for the next several weeks.

We need to purchase both of these machines. Electrical upgrades have been done in the room where they will be installed (HSC 1105-A) to accommodate them.

I know that since the purchases will not be approved by end of FY 21 and the machines will not be delivered by June 30<sup>th</sup>, these will impact the FY22 budget. My question is, what are the consequences of these purchases? Will they cause issues in Accounting, with the Board, etc.?

Any advice you can offer is much appreciated.

Thank you!!

*Best,*

*Adrianna Costello*

Academic Division Business Associate  
Health Sciences & Nursing  
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Glen Ellyn, IL 60137

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F: 630-942-4222

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Sat Jun 19 13:03:06 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Attached Document  
-----

---

**From:** Virgilio, David <virgiliod@cod.edu>  
**Sent:** Monday, June 14, 2021 8:27 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Attached Document

Hi Marivic, yes this should be ok to pay. The item is Board-approved, and they will be creating a PO for the rest of the amount later.

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

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---

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Monday, June 14, 2021 3:41 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** Attached Document

Hi Dave,

Attached is a check request submitted by Adrianna for \$ 12,500.00, deposit to hold 3DTomo Digital machine. This is to replace the check request she submitted for \$23,266.80 which was voided in the system. Is this ok to pay, over \$500.00 with no PO for a deposit?

Thanks Dave

Marivic Zerrudo  
Accounts Payable Team Leader  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

Phone: (630)942-2601

[zerrudom@cod.edu](mailto:zerrudom@cod.edu)