

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089065  
Vendor Name: Russo Power Equipment  
Invoice Number: SPI10890457  
Invoice Date: 10/29/2021  
PO Number:  
Check Number: E0088911  
Check Amount: \$ 176.99  
Check Date: 03/30/2022  
Voucher Number: V0733890  
Document Type: AP Invoice

Document Below



RussoPower.com

9525 W. Irving Park Road  
Schiller Park, IL 60176  
847-678-9525

Please pay from G/L 06-10-02637-5401002  
Credit of \$226.99 is in this line due to  
check from vendor to pay for backordered  
items. TB

## Sales Invoice

SPI10890457

Page 1 of 1



### Bill-to

College of Dupage - Horticulture  
Brian Clement  
425 Fawell Blvd  
HORTICULTURE DEPT  
Glen Ellyn, IL 60137

### Ship-to

College of Dupage - Horticulture  
Brian Clement  
425 Fawell Blvd  
HORTICULTURE DEPT  
Glen Ellyn, IL 60137

### Invoice Details

Customer ID CUS10005551  
Customer PO 374287  
Order No. SO10738542  
Sales Rep Dino Castino  
Ship Via Sales Dept. Will  
Call  
Invoice Date 10/29/2021  
Due Date 12/13/2021  
Terms Net 45 Days

Item No.	Description	Qty	List Price	Unit Price	Line Amount
RE90ST1	Pressure Washer / 1800psi / Electric SN: 927770351	1	189.99	176.99	176.99

### Outstanding Items

Item No.	Description	Qty BO	Unit Price
6309 702 0102ST1	Blade	2	25.00

### We are hiring!

Need a job? Know someone who does? WE ARE HIRING! Join our team and receive a \$250-\$500 signing bonus. Visit [RussoPower.com/Careers](http://RussoPower.com/Careers) to view our open positions and explore the benefits of a career at Russo.

Signature :



Subtotal	176.99
Discount	0.00
Tax	0.00
Total	176.99
Remaining Balance	176.99

"Baymon, Tiana" <baymont@cod.edu>

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**FW: Russo Power Equipment-Updated**

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"Baymon, Tiana" <baymont@cod.edu>

Tue, Nov 2, 2021 at 05:53 PM GMT

CC: Barrios, Isabel <barriosi142@cod.edu>

BCC:

My apologies, I forgot to reference the g/l account number on the original email. Please see updated attachment.

**Tiana Baymon**

**Grant Accountant**

**College of DuPage**

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

Phone: 630.942.2673 | Fax: 630.942.2297 | [baymont@cod.edu](mailto:baymont@cod.edu)

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**From:** Baymon, Tiana

**Sent:** Tuesday, November 2, 2021 12:33 PM

**To:** Invoicing <invoicing@cod.edu>

**Subject:** Russo Power Equipment

Hello,

Please see attached invoice for processing.

Best,

**Tiana Baymon**

**Grant Accountant**

**College of DuPage**

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**From:** Clement, Brian <[clement@cod.edu](mailto:clement@cod.edu)>

**Sent:** Monday, November 1, 2021 3:48 PM

**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>

**Cc:** Ellis, Jonita <[ellisjo@cod.edu](mailto:ellisjo@cod.edu)>; Miller, Monica <[millermo@cod.edu](mailto:millermo@cod.edu)>; Hull, Amy <[hullamy@cod.edu](mailto:hullamy@cod.edu)>

**Subject:** Re: Mystery Check - Russo Power Equipment

Hi Tiana,

I will ask them about the two remaining blades on Backorder. The other item that was on backorder - the pressure washer came in last week and I picked it up last Friday. That invoice is attached and is ok to pay, although the original PO was closed. We will need to issue a check payment for this invoice.

Thanks

Brian

**College of DuPage**

Horticulture Department

Brian Clement, Dept Chair/Associate Professor/Advisor

425 Fawell Blvd.

Glen Ellyn, IL 60137

Office (630) 942-2526

Cell (309) 255-3414

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clement@cod.edu

Please note we have limited staff on campus and are continuing to perform assigned duties remotely. College leadership continues to monitor the coronavirus situation and will adjust the institutional response as circumstances warrant. COD campus updates can be found at [cod.edu](http://cod.edu).

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**From:** Baymon, Tiana  
**Sent:** Monday, November 1, 2021 12:38 PM  
**To:** Clement, Brian  
**Cc:** Ellis, Jonita  
**Subject:** RE: Mystery Check - Russo Power Equipment

Hi Brian,

I have asked AP to cancel the check request. **Can you check with the vendor to see if the items are expected before 11/30/2021?**

If the items are received by 11/30/2021, we will be okay to leave this as an FY 21 expense since we have already paid it and ICCB will allow us to receive items for FY 21 through this date. Once you confirm receipt, I can resend the check request to AP to pay back Russo.

If the items will not be received by 11/30/2021, then as you mentioned, we will need to keep the funds Russo sent, and we will need to return them to ICCB since we would have not received the goods by the deadline.

Jonita- Please let me know if you see any issues with either of the above scenarios?

Thanks!

**Tiana Baymon**

**Grant Accountant**

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**From:** Clement, Brian <[clement@cod.edu](mailto:clement@cod.edu)>

**Sent:** Monday, November 1, 2021 10:34 AM

**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>

**Subject:** Re: Mystery Check - Russo Power Equipment

That is correct.

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**From:** Baymon, Tiana  
**Sent:** Monday, November 1, 2021 10:21 AM  
**To:** Clement, Brian  
**Subject:** RE: Mystery Check - Russo Power Equipment

Hi Brian,

To make sure I understand-

-We paid the full PO amount for this order, but we had not received all the items? The invoice shows they billed us for the full PO amount.

-At some point AP was notified (I'm am guessing) that all the items were not received so they asked for Russo to send a check back?

**Tiana Baymon**

**Grant Accountant**

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**From:** Clement, Brian <[clement@cod.edu](mailto:clement@cod.edu)>  
**Sent:** Monday, November 1, 2021 10:05 AM  
**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>  
**Subject:** Re: Mystery Check - Russo Power Equipment

Hi Tiana,

I spoke with Russo Power Equipment Friday and i think we figured out what was going on with the PO 274287. There has been supply chain issues surrounding covid and trying to get certain items. On that PO, 1 of the Pressure Washers and 2 blades for the iMower were on backorder. The pressue washer came in last week that was on the order and I picked that up Friday when i was there. The two blades are still on backorder. Evidently they had billed all of the items out and then AP requested that Russo cut a check for the 3 items ordered that were still on Backorder.

Now we have an issue because they billed us for the pressure washer that I picked up friday and we are still awaiting the 2 blades that are still on backorder. I am assuming we will need to cancel that check request for Russo and then I can pay for this pressure washer and the 2 blades once they arrive through a department BO i have with them.



Brian

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**From:** Baymon, Tiana  
**Sent:** Friday, October 29, 2021 8:09 AM  
**To:** Clement, Brian  
**Subject:** RE: Mystery Check - Russo Power Equipment

Hi Brian,

Since we have a few weeks before the check run, I will set up the check request to go to Dino Castino's attention in the mail. I have set a reminder to check in with you on the week of the check run, and you can let me know if you will be going their way to drop it off. At that point I can ask AP to hold it if you want. If not, they will just mail it. Will that work?

**Tiana Baymon**

**Grant Accountant**

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**From:** Clement, Brian <[clement@cod.edu](mailto:clement@cod.edu)>

**Sent:** Friday, October 29, 2021 8:04 AM

**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>

**Subject:** Re: Mystery Check - Russo Power Equipment

Hi Tiana,

No problem. We can either hold it and I can deliver it to make sure this gets cleared up or mail it to Russo. If we mail it send it to Russo attention Dino Castino

Thanks

Brian

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**From:** Baymon, Tiana  
**Sent:** Friday, October 29, 2021 7:58 AM  
**To:** Clement, Brian  
**Subject:** RE: Mystery Check - Russo Power Equipment

Hi Brian,

The check was deposited already as we don't like to leave any money sitting for too long so nothing gets misplaced – especially with most of us still being remote.

It was deposited to the Perkins account so I can do a check request to reissue the check for Russo. We can either mail it to the vendor, or I can ask A/P to hold the check if you would like to take it to the vendor after the next check run on November 19<sup>th</sup>.

Please let me know.

**Tiana Baymon**

**Grant Accountant**

**College of DuPage**

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**From:** Clement, Brian <[clement@cod.edu](mailto:clement@cod.edu)>  
**Sent:** Thursday, October 28, 2021 8:32 PM  
**To:** Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>  
**Subject:** Re: Mystery Check - Russo Power Equipment  
**Importance:** High

Hi Tiana

I spoke with Russo Power Equipment today and this was a mistake on their part. They requested that I bring the check back to them. I have to go there tomorrow to pick up some parts. Can I stop by your office to pick the check up to return it to them tomorrow (Friday)?

Thanks

Brian

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**From:** Clement, Brian  
**Sent:** Wednesday, October 27, 2021 9:42 PM  
**To:** Baymon, Tiana  
**Subject:** Re: Mystery Check - Russo Power Equipment

Hi Tiana,

Let me check into this tomorrow.

Brian

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**From:** Baymon, Tiana  
**Sent:** Wednesday, October 27, 2021 11:07 AM  
**To:** Clement, Brian  
**Subject:** FW: Mystery Check - Russo Power Equipment

Good morning Brian,

I hope all is well. I just wanted to follow up on email below. Because this refund is from funds spent last fiscal year, I will likely need to return the money to ICCB, but I wanted to make sure that this check was actually for items on the PO listed below.

Thanks so much!

**Tiana Baymon**

**Grant Accountant**

**College of DuPage**

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Phone: 630.942.2673 | Fax: 630.942.2297 | [baymont@cod.edu](mailto:baymont@cod.edu)

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**From:** Baymon, Tiana  
**Sent:** Thursday, October 21, 2021 3:31 PM  
**To:** Clement, Brian <[clement@cod.edu](mailto:clement@cod.edu)>  
**Cc:** Ellis, Jonita <[ellisjo@cod.edu](mailto:ellisjo@cod.edu)>  
**Subject:** FW: Mystery Check - Russo Power Equipment

Good afternoon Brian,

We received a check in the amount of \$226.99 from Russo Power Equipment for PO374287 (invoice attached). The check just says "overpay", but do you have anymore information on what this is for? Did we return or not receive an item?

Thanks!

**Tiana Baymon**

**Grant Accountant**

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

**Sent:** Thursday, October 21, 2021 3:23 PM

**To:** Powell, Jonathan <[powellj199@cod.edu](mailto:powellj199@cod.edu)>; Baymon, Tiana <[baymont@cod.edu](mailto:baymont@cod.edu)>

**Cc:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>; Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>

**Subject:** FW: Mystery Check - Russo Power Equipment

Thanks Jon, in looking up E0085540 it looks like that is related to voucher V0689166 and was expensed to a Perkins grant department 02637.

Tiana - - can you touch base with Jon? Were you expecting this check to come in?

Thx!

**David P. Virgilio, CPA**

**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:** Powell, Jonathan <[powellj199@cod.edu](mailto:powellj199@cod.edu)>  
**Sent:** Thursday, October 21, 2021 3:13 PM  
**To:** Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>; Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>  
**Cc:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>  
**Subject:** Mystery Check - Russo Power Equipment

Good afternoon,

We received this check from Russo Power Equipment today for \$226.99. The description at the bottom of the check states "CUST # 1043854 - Overpay - DOC E0085540". I tried calling, but could not get through. Google says they sell landscaping equipment. Would you happen to know where this check should be applied to?

Thanks!

**Jon Powell**

Student Accounts Receivable Coordinator

College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

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**1 attachment**

Russo Invoice SPI10890457 10.29.2021 (002).pdf