

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084309  
Vendor Name: Dharma Trading Co.  
Invoice Number: 2644731  
Invoice Date: 6/29/2022  
PO Number: B0000569  
Check Number: 0301908  
Check Amount: \$ 1,244.67  
Check Date: 08/26/2022  
Voucher Number: V0750473  
Document Type: AP Invoice

Document Below

**DHARMA TRADING CO.**

1805 South McDowell Boulevard Ext., Petaluma, CA 94954  
(800) 542-5227 or (707) 283-0390  
www.dharmatrading.com - service@dharmatrading.com

**Invoice # 2644731**

Invoice Date: 6/29/2022

Page 1 of 1

**SHIP TO:**

Purchasing Manager for E Stevens  
College of DuPage Ship&Rec  
425 Fawell Blvd.  
PO 000569  
Glen Ellyn IL 60137 USA  
630-942-2238

**Cust# COL137S****SOLD TO:**

Accts Payable, SRC2049  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn IL 60137 USA  
630-942-2216  
**Your P.O.# BO000569**

Stock#	V		Ordered	Shipped	Price	Line Total
P019F42		FabriSign Polyester Chiffon - 44" x 50'	1	1	258.40	258.40
FID		FEDERAL ID #94-1725832	1	1		0.00
N30		N30 - 1 copy to Billing; PO# on all	1	1		0.00
C006005		FabriSign Cotton Sateen - 44" x 50'	1	1	237.00	237.00
SB00113		FabriSign Cotton Twill - 44" x 50'	1	1	225.00	225.00
S009003		FabriSign Silk Charmeuse 12.5mm - 42" x 50'	1	1	468.00	468.00

Ship Via: FedEx Ground  
Pmt. Terms: NET 30 DAYS  
Last 4 on CC:  
Ref#:  
Trans.#:  
F.O.B. Petaluma, CA

ORDER TOTAL : \$1188.40  
ORDER TAX : \$0.00  
SHIPPING: \$50.77  
INSURANCE: \$5.50  
COD FEE: \$0.00

Thanks a lot for your order! It's appreciated. We hope you are pleased with our service and products.  
We really try to provide great service. If there is anything that is not right,  
please call within 10 days of receiving your order - so we can make it right.

INVOICE TOTAL : \$1244.67  
AMOUNT PAID: \$0.00  
Previous Charges Applied: \$0.00  
**Amount Due from You: \$1244.67**

"Maribel M." <maribel@dharmatrading.com>

---

**[External] Past due invoice for P.o#BO000569 placed with Dharma Trading Co**

---

"Maribel M." <maribel@dharmatrading.com>

Thu, Aug 18, 2022 at 10:33 PM GMT

CC:

BCC:

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.

Dear Accounts Payable Team,

The attached invoice is currently past due. Please contact us with a payment status, as invoices are due 30 days from the date on the invoice.

kind regards,

Maribel Mata  
Accounts Receivables  
800-542-5227 ext. 1470  
[maribel@dharmatrading.com](mailto:maribel@dharmatrading.com)

**CURRENT OPERATIONS INFO UPDATE:**

*Currently only FedEx OVERNIGHT packages are guaranteed for delivery dates. Shi  
experiencing some delays in service and have suspended most time in transit guarar  
better than they were! Please be aware of these potential delays when choosin*

*For processing your order, priority is given to Next Day & 2nd Day Air packages that c  
but most orders are shipping within 1-2 days unless there is a problem . Get your orde  
if you have a deadline and we will try our hardest to accommo*

Dharma Trading Co. has been a supplier of fiber arts supplies since 1984. Order everything you need for home or small business crafting right from our website [dharma trading.com](http://dharma trading.com) >  
or call toll free M-F 8-5 (PST): [800 542 5227](tel:8005425227)

---

**1 attachment**

Invoice-2644731-1.pdf

**From:** [Marek, Bobby](#)  
**To:** [Sekerka, Joyce](#); [Zerrudo, Maria](#)  
**Subject:** FW: Fashion invoice  
**Date:** Wednesday, August 24, 2022 4:13:21 PM  
**Attachments:** [DHARMA 2644731.pdf](#)

---

Hi Joyce/Marivic,

Please see below for Dave's approval to have the attached invoice entered against FY22 B0000569. Please note his approval to backdate is only for this invoice.

Thanks so much!

Bobby Marek

**Financial Affairs Analyst | Financial Affairs**

**College of DuPage**

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

phone 630-942-2655 | fax 630-942-2297 | [marekr@cod.edu](mailto:marekr@cod.edu)

---

**From:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Sent:** Wednesday, August 24, 2022 4:08 PM  
**To:** Marek, Bobby <[marekr@cod.edu](mailto:marekr@cod.edu)>  
**Cc:** Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Subject:** RE: Fashion invoice

Thanks Bobby, I am ok approving AP to backdate this one based on the circumstance you outlined below. Feel free to pass this along to Joyce as my approval.

Thanks!

**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](#)**

---

**From:** Marek, Bobby <[marekr@cod.edu](mailto:marekr@cod.edu)>  
**Sent:** Wednesday, August 24, 2022 3:19 PM  
**To:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Cc:** Vosicky, Judith <[vosicky@cod.edu](mailto:vosicky@cod.edu)>  
**Subject:** FW: Fashion invoice

Hi Dave,

I just spoke with Tracey Dulceak regarding the attached invoice, and she would like to request that we allow AP to voucher this against FY22 B0000569. She indicated that all items were received by June 30. I did stress that we've essentially closed off FY22, but I think it would be a huge help to her and Brian Carlson if we made an exception. Let me know your thoughts and if you would allow Joyce and staff to get this into FY22.

Thanks!

Maria Zerrudo 08/23/2022 09:33 AM

Hi Brian, B0000569 has an expiration date of 6/30/22 and can not be applied to this invoice. Please provide a new Blanket number for FY23. Thank you

Brian Carlson 08/23/2022 11:50 AM

Item should be charged to B0000569 as it was received on 6/29/2022.

Brian Carlson 08/23/2022 11:50 AM

See note above.

Maria Zerrudo 08/23/2022 04:27 PM

Brian, I inquired again, and sorry we can't apply B0000569 for FY22 anymore since the blanket has an expiration date of 6/30/22 . Please provide another Blanket no. Thank you

Bobby Marek

Financial Affairs Analyst | Financial Affairs

**College of DuPage**

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

phone 630-942-2655 | fax 630-942-2297 | [marekr@cod.edu](mailto:marekr@cod.edu)

**From:** Dulceak, Tracey <[dulceakt@cod.edu](mailto:dulceakt@cod.edu)>

**Sent:** Wednesday, August 24, 2022 12:35 PM

**To:** Marek, Bobby <[marekr@cod.edu](mailto:marekr@cod.edu)>

**Subject:** Fashion invoice

Hi Bobby,

Do you have a minute for a call today?

Thank you,

Tracey Dulceak

Program Support Specialist; Cosmetology, Culinary Arts,  
Hospitality, Travel & Tourism, Photography, Fashion Studies,  
Mass Communication, Interior Design & Architecture  
Arts, Communication & Hospitality Division  
College of DuPage - McAninch Arts Center 294  
425 Fawell Blvd. | Glen Ellyn, IL 60137-6599  
630-942-2514