

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084098
Vendor Name: Sunburst Sportwear Inc.
Invoice Number: 124627
Invoice Date: 7/19/2022
PO Number: P0003751
Check Number: E0091042
Check Amount: \$ 411.10
Check Date: 08/16/2022
Voucher Number: V0749662
Document Type: AP Invoice

Document Below

**SUNBURST
SPORTSWEAR***The Graphic Specialists of Embroidered and Imprinted Sportswear*

95 N. Brandon Dr., Glendale Heights, IL 60139
info@sunburstsportswear.com
Phone (630) 924-8888 Fax (630) 924-0008

INVOICE

Page#	1
Invoice#	124627
Customer#	16997
Invoice Date	07/19/2022
Due Date	07/19/2022
Customer PO#	LEADERSHIP RETREAT 2022
Buyer	Chuck Steele/FRANK ROBB

Bill To:

College of DuPage
425 FAWELL BLVD. SRC 1800
GLEN ELLYN, IL 60137

Ship To:

College of DuPage
425 FAWELL BLVD. SRC 1800
GLEN ELLYN, IL 60137

Order#	Due Date	Requested	Cancel	Terms	Ship Via	Phone	Fax	Agent				
S20245	07/19/2022	07/20/2022		COD Comp Chk	Customer Pickup	630-942-2642	630-942-3744	061				
16997COD COLLEGE OF DUPAGE												
FC: COD LIVING LEADERSHIP RETREAT												
Description				S	M	L	XL	2XL	3XL	Total	Price	Extended
MISCA Gildan 8000 Adult S/S T-Shirts - Carolina Blue				15	24	16	5	1	1	60	6.55	393.00
										1	8.55	8.55
										1	9.55	9.55
Total										62	411.10	

"Quirk, Stephanie" <quirks@cod.edu>

FW: [External] Re: College of DuPage PO# P0003751

"Quirk, Stephanie" <quirks@cod.edu>

Tue, Jul 19, 2022 at 05:18 PM GMT

CC: Sunburst Sportswear <info@sunburstsportswear.com>

BCC:

Forwarding Invoice for completion

Stephanie Quirk, Ph.D. (she/her)

College of DuPage

Student Services Center (SSC)

425 Fawell Blvd. | Glen Ellyn, IL 60137

From: Sunburst Sportswear <info@sunburstsportswear.com>

Sent: Tuesday, July 19, 2022 12:03 PM

To: Kalish, Amber <kalisha@cod.edu>

Cc: Quirk, Stephanie <quirks@cod.edu>

Subject: [External] Re: College of DuPage PO# P0003751

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.

Hi Stephanie,

This order was delivered today! I have attached the invoice for payment.

Please let me know if you have any questions or if anything else is needed.

Thanks!

Dan

Sunburst Sportswear

630-924-8888

On Wed, Jul 13, 2022 at 7:37 AM Sunburst Sportswear <info@sunburstsportswear.com> wrote:

This has been received!

Thanks!

Dan

Sunburst Sportswear

630-924-8888

On Tue, Jul 12, 2022 at 8:28 PM Kalish, Amber <kalisha@cod.edu> wrote:

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to **invoicing@cod.edu** to ensure proper approval routing and expedited payments.

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required

- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Invoice questions? Contact Accounts Payable at acctpay@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu

COD Leadership Retreat Invoice #124627.pdf