

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1525019
Vendor Name: Chicagoland Promotions, Ltd
Invoice Number: 33778
Invoice Date: 3/14/2022
PO Number:
Check Number: E0093241
Check Amount: \$ 3,868.50
Check Date: 01/18/2023
Voucher Number: V0767961
Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

Check the appropriate box below:

- ☐ 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.

Description on Check:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (cont.)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



ChicagoLand Promotions
22 W440 Sycamore, Glen Ellyn, IL 60137
orders@ChicagoLandPromotions.com
Phone: 630.984.6880
Fax: 630.981.0469

Invoice: 33778

Date Ordered: 3/14/22

Date Invoiced: 3/14/22

Date Due: 3/24/22

OVERDUE!!!!

Ordered By:	Phone	Fax	Email
Brian Clement	3092553414		clement@cod.edu

COLLEGE OF DUPAGE
ACCT (1525019)
425 FAWELL BLVD
GLEN ELLYN, IL 60137

SHIP TO:
COLLEGE OF DUPAGE ACCT (1525019)
BRIAN CLEMENT ACCT (1525019)
425 FAWELL BLVD
GLEN ELLYN, IL 60137

Customer #	Po Number	Terms	Salesperson	Ship Method
2118	2022sponsors	Net 10		

Design #	Design Title
6026	COD Horticulture

Qty	Part #	Item	Youth	xs2/4	s-6/8	m10/12	L14/16	xl18/20	Unit Price	Total Price
			Adult	S	M	LG	XL	XXL	XXXL	
17	backs	Back print, 2022 sponsors		3	6	5	3		6.00	102.00
0	st351	Black/White						0		
18	LEFTCHES	Green/white left chest embroidery		18					6.00	108.00
24	hats	Special Puff stitch Embroidery, hat fronts		24					10.00	240.00
24	hats	hat backs		24					5.00	120.00
16	own 1/4 zips	Brian1/4 zip's down ARM "College of Dupage"		2	2	7	5		6.00	96.00
16	own 1/4 zips	Brian1/4 zip's Chappy COD Chest		2	2	7	5		6.00	96.00
16	own 1/4 zips	Brian1/4 zip's BACKS SPONSORS		2	2	7	5		6.00	96.00
18	LEFTCHES	Green/white left chest embroidery		2	6	5	4	1	6.00	108.00
2	LEFTCHES	Green/white left chest embroidery		2					6.00	12.00
18	own 1/4 zips	Brian1/4 zip's down ARM "College of Dupage"		2	6	5	4	1	6.00	108.00
2	LEFTCHES	forest/white left chest embroidery		2					6.00	12.00
2	own 1/4 zips	Brian1/4 zip's down ARM "College of Dupage"		2					6.00	12.00
1	setup	Setup cost, COD Horticulture embroidery		1					35.00	35.00
1	setup	Setup-COD hat front Puffy special embroidery		1					95.00	95.00
107										

Sales Tax 2015 Rates = ☐
Exempt Sales = ☐

Subtotal	1,240.00
Sales Tax	
Ship/Handl	
Total	1,240.00
Paid	
Balance	1,240.00

Note:

Thank You For Your Order! Call 630.984.6880 or email orders@chicagolandpromotions.com; claims must be reported within three business days. No Statement will follow, this is your only invoice; please pay direct from this invoice.

"Mejia, Jelymar" <mejiaj742@cod.edu>

FW: Signature Items - Check requests

"Mejia, Jelymar" <mejiaj742@cod.edu>

Fri, Jan 13, 2023 at 11:03 PM UTC

CC:

BCC:

1 attachment

Check Request- Hort ChicagoLand Promotions Apparel JM CS.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1525019
Vendor Name: Chicagoland Promotions, Ltd
Invoice Number: 33843
Invoice Date: 6/1/2022
PO Number: P0003309
Check Number: E0093241
Check Amount: \$ 3,868.50
Check Date: 01/18/2023
Voucher Number: V0767962
Document Type: AP Invoice

Document Below



ChicagoLand Promotions
22 W440 Sycamore, Glen Ellyn, IL 60137
orders@ChicagoLandPromotions.com
Phone: 630.984.6880
Fax: 630.981.0469

Invoice: 33843

Date Ordered: 6/1/22

Date Invoiced: 6/1/22

Date Due: 7/1/22

OVERDUE!!!!

Ordered By:	Phone	Fax	Email
Tom Carter	630.942.3346		cartert@cod.edu

COLLEGE OF DUPAGE
ACCT (1525019)
425 FAWELL BLVD
GLEN ELLYN, IL 60137

SHIP TO:
COLLEGE OF DUPAGE ACCT (1525019)
ATTN: TOM CARTER
425 FAWELL BLVD
GLEN ELLYN, IL 60137

Customer #	Po Number	Terms	Salesperson	Ship Method
2118	P0003309	Net 60		

Design #	Design Title
6213	College of Dupage Robotics

Qty	Part #	Item	Youth	xs2/4	s-6/8	m10/12	L14/16	xl18/20	Unit Price	Total Price
			Adult	S	M	LG	XL	XXL	XXXL	
0	T476	Forest/White				0		0	28.00	
0	pc90h	Dark Green Fleece Pullover hoodie					0		27.00	
	LST685	DARK GREEN/WHITE ladies golf shirt							30.00	
0	ST685	Forest/White Sport-Tek Colorblock Polo				0			30.00	
		Embroidery LC-College of Dupage -Engineering								
0	T476	Forest/White				0	0		28.00	
0	LST685	DARK GREEN/WHITE ladies golf shirt			0	0			30.00	
0	18600	Forest Green zip up hoodie			0				29.95	
1	w808	Dark Green Dress Shirt			1				26.00	26.00
12	w808	Dark Green Dress Shirt		0	7	4	1		26.00	312.00
2	LW808	DARK GREEN ladies dress shirt		2	0	0	0		26.00	52.00
15										

Sales Tax 2015 Rates = ☐
Exempt Sales = ☐

Subtotal	390.00
Sales Tax	
Ship/Handl	
Total	390.00
Paid	
Balance	390.00

Note:

Thank You For Your Order! Call 630.984.6880 or email orders@chicagolandpromotions.com; claims must be reported within three business days. No Statement will follow, this is your only invoice; please pay direct from this invoice.

"Carrington, Robert" <carring@cod.edu>

FW: Robotics Team Apparel PO # P0003309

"Carrington, Robert" <carring@cod.edu>

Tue, Jan 17, 2023 at 01:47 PM UTC

CC:

BCC:

Please pay this PO invoice

PO # P0003309 6/1/2022 ??????

Robert Carrington

Physics Lab Manager

carring@cod.edu

630-942-2413

From: Carter, Tom <cartert@cod.edu>
Sent: Sunday, January 15, 2023 1:31 PM
To: Carrington, Robert <carring@cod.edu>
Subject: Fw: Robotics Team Apparel

Bob,

This invoice got sent to Student Life. Didn't we pay this already? A long time ago?

this is from back in June.

Tom

Tom Carter, PhD

Physics

College of DuPage

630-942-3346

<http://www.cod.edu/people/faculty/cartert>

From: Mejia, Jelymar
Sent: Friday, January 13, 2023 12:48 PM
To: Carter, Tom
Subject: RE: Robotics Team Apparel

Here you go

From: Carter, Tom <cartert@cod.edu>
Sent: Friday, January 13, 2023 12:43 PM
To: Mejia, Jelymar <mejiaj742@cod.edu>
Subject: Re: Robotics Team Apparel

Jelymar

Go ahead and forward it to me. I think we've paid everyone, but set me see what it's about

Sent from "Tom Carter On-The-Go"

On Jan 13, 2023, at 12:21 PM, Mejia, Jelymar <mejiaj742@cod.edu> wrote:

Hi Tom,

Happy New Year!

Brian Clement received notice of a few ChicagoLand Promotions invoices that have not been paid. One of those was for Robotics Team apparel. If I remember correctly this is normally covered by the department. If that is still the case please forward the attached invoice to whoever gets those paid for your department. If you would like to use club funds let me know and I can submit this.

Thanks!

Jelymar

Jelymar Mejia (she/her)

Student Club Specialist

Advisor, Student Leadership Council

Secretary, Illinois Community College Student Activities Association

College of DuPage

Student Services Center (SSC)
425 Fawell Blvd. | Glen Ellyn, IL 60137

My Themes: Communication*WOO*Significance*Positivity*Developer

<33843.pdf>

1 attachment

33843.pdf