

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1657770

Vendor Name: Superior Printing Inc,DBA Superior Pres

Invoice Number: 4540730

Invoice Date: 6/29/2022

PO Number: P0003167

Check Number: V296

Check Amount: \$ 549.52

Check Date: 01/12/2023

Voucher Number: V0767729

Document Type: AP Invoice

Document Below

## Order Receipt

Order #: 4540730

## Shipping Information

Eugene Refakes  
College of DuPage  
College of DuPage attn: Eugene Refakes  
425 Fawell  
Glen Ellyn IL 60137  
USA  
Phone 630-942-2238

Email:  
[refakese@cod.edu](mailto:refakese@cod.edu)

## Billing Information

Eugene Refakes  
425 Fawell  
Glen Ellyn IL 60137  
USA  
Phone 630-942-2238

Email:  
[refakese@cod.edu](mailto:refakese@cod.edu)

## Billing Method

## Credit Card (Live Processing)

Card Name #:	SCOTT BRADY
Card Type:	AMEX
Card #:	XXXX-XXXX-XXXX-3012
Expiration On :	08/2025

## Order Items



CaptureOne 60 DPM-R -  
C160A41A266A8971

24 Month Advanced Unit Exchange Warranty  
Shipping Method: UPS Ground

Job #: 4540730

Qty: 1

Price: \$472.40

Extended Price: \$472.40

Subtotal: \$472.40

Shipping: \$35.24

Rush Fee: \$0.00

Sales Tax (8.25%): \$41.88

Total: \$549.52

**Purchase Order****Purchase Order #: P0003167****Order Total: 522.40 USD**

Superior Printing Inc

Date: 05/19/2022  
Transaction #: 2872774  
Authorized By: Amber Kalish

Requested By: Eugene Refakes  
Requester Email: refakese@cod.edu  
Phone: 630-942-3263

**Supplier Address:**  
Superior Printing Inc  
9440 Norwalk Blvd  
Santa Fe Springs, CA 90570  
United States  
Attn: Vivian Figueroa  
Phone: 562-521-9373

**Ship To:**  
College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Eugene Refakes  
Phone: 630-942-2238

**Bill To:**  
College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: invoicing@cod.edu  
Phone: 630-942-2228

**Order Comments:**

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Check scanner Capture One 60 DPM-R	Each	1	472.40 USD	472.40 USD
		Ship To Attn: Eugene Refakes MFG/Provider Part #: C160A41A266A8 97				
2		Shipping	Each	1	50.00 USD	50.00 USD
		Ship To Attn: Eugene Refakes				

**Subtotal:** 522.40 USD  
**Tax:** 0.00 USD  
**S & H:** 0.00 USD  
**Order Total:** 522.40 USD

**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

**ISSUE:**

A purchase order was created to purchase a check scanner. However, the scanner was paid in the amount of \$549.52 via the AMEX corporate card since the vendor did not accept PO's or send invoices. The PO number is P0003167

**SOLUTION:**

We have to complete the PO so we can close it.  
And a journal entry is needed to balance the accounts.

STEPS		STATUS				DR	CR
1	COMPLETE	PCARD VOUCHER FOR JULY 2022 (INCLUDES PAYMENT FOR SCANNER) TO PAY AMEX: V0749923		01-80-00757-5909060	36,975.36		
				01-00-00000-2300001			36,975.36
2	COMPLETE	VOUCHER PAID CHECK # 0301834 ON 8/17/22		01-00-00000-2300001	36,975.36		
				01-00-00000-1100103			36,975.36
3	COMPLETE	PCARD GLIM FOR JULY 2022		01-80-00757-5909060	549.52		
				VARIOUS OTHER EXPENSE ACCTS	36,425.84		
				01-80-00757-5909060			36,975.36
					36,975.36	36,975.36	
4	OPEN	PO VOUCHER		01-80-00757-5409002	549.52		
				01-00-00000-2300001			549.52
5	OPEN	VIRTUAL PAYMENT		01-00-00000-2300001	549.52		
				01-00-00000-1100103			549.52
6	OPEN	JE NEEDED		01-00-00000-1100103	549.52		
				01-80-00757-5909060			549.52