

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1554386
Vendor Name: Louis Glunz Wines, Inc.
Invoice Number: G-1738812
Invoice Date: 3/29/2023
PO Number:
Check Number: 0310659
Check Amount: \$ 364.00
Check Date: 04/06/2023
Voucher Number: V0780366
Document Type: AP Invoice

Document Below

"Zerrudo, Marivic" <zerrudom@cod.edu>

FW: Manual Check Print Louis Glunz Feb

"Zerrudo, Marivic" <zerrudom@cod.edu>

Thu, Mar 30, 2023 at 01:57 PM UTC

CC:

BCC:

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, March 30, 2023 8:41 AM
To: Zerrudo, Marivic <zerrudom@cod.edu>
Subject: FW: Manual Check Print Louis Glunz Feb
Importance: High

Thank you Marivic.

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Wednesday, March 29, 2023 8:32 PM
To: Humphrey, Vera <humphreyv@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Junokas, Molly <junokasm@cod.edu>
Subject: RE: Manual Check Print Louis Glunz Feb
Importance: High

Thank you all.

And here is the copy with both Ellen R and my signature.

Molly will want to pick up the check.

Ellen McGowan

Business Manager

McAninch Arts Center

X3009

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Wednesday, March 29, 2023 4:46 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>; Junokas, Molly <junokasm@cod.edu>
Subject: FW: Manual Check Print Louis Glunz Feb

Hi Joyce,

Ellen has approved.

Thank you,

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

From: Roberts, Ellen <roberts@cod.edu>

Sent: Wednesday, March 29, 2023 4:36 PM

To: Humphrey, Vera <humphreyv@cod.edu>

Subject: RE: Manual Check Print Louis Glunz Feb

Good afternoon, Vera –

Hope you are doing well. Attached please find the approved request.

Thank you,

Ellen

Ellen M. Roberts

Vice President, Administrative Affairs

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

roberts@cod.edu

630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Wednesday, March 29, 2023 3:19 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Check Print Louis Glunz Feb
Importance: High

Hi Ellen,

For your approval.

Thank you,

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

From: Junokas, Molly <junokasm@cod.edu>
Sent: Wednesday, March 29, 2023 3:12 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: Manual Check Print Louis Glunz Feb
Importance: High

Good afternoon Vera,

Would you please share the attached invoice with Ellen Roberts for her approval?

We are requesting a manual check print for Inv G-1738812 from Louis Glunz. We are required to pay liquor invoices within 30 days in order to be compliant with the state for our liquor license, and, unfortunately this invoice did not make it to us prior to is the due date. If it would be possible to get her review as soon as possible, it would be very much appreciated.

Joyce,

Pending Ellen's approval, we would like to pick up the check as soon as possible.

Thanks for your help,

Molly Junokas

McAninch Arts Center, College of DuPage

630-942-3042 | junokasm@cod.edu

3 attachments

image002.jpg

Louis Glunz Wines Inc Inv G-1738812 364.00 02-15-23.pdf

image001.jpg