

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1680732
Vendor Name: Naperville Country Club
Invoice Number: 001284
Invoice Date: 5/5/2023
PO Number: P0005928
Check Number: 0312064
Check Amount: \$ 22,200.00
Check Date: 05/19/2023
Voucher Number: V0784519
Document Type: AP Invoice

Document Below

Naperville Country Club

25W 570 Chicago Ave.

Naperville, IL
60540

Telephone: 630-355-6015 Fax: 630-355-8366

Banquet Invoice
Booking# 001284

Event Date
Sales Rep
Billing Date

Mon Aug 21/23
Skylar
May 05/23

Event: COD Scholarship Outing

Name: COD Scholarship Outing
Address: College of DuPage
425 Fawell Blvd
BIC 1520
Glen Ellyn, IL 60137

Contact Name: Amy Frese
Contact Email: fresea@cod.edu
Contact Tel: 630-479-3292
Contact Fax:

Date	Time	Function	Setup	Room	Room Rental
Monday Aug 21/23	9:00a - 7:00p	Golf Event	to be announced	Golf Event	0.00

Food

Date	Service Time	Service Type	Description	Qty	Charge	Total
Aug 21/23	9:00a	Golf Outing	Golf Event			
			18 Hole Green Fee - Tournament	100.00	100.00	10,000.00
			Evt Motorized Cart	100.00	30.00	3,000.00
			3 Extra Cart - VOLUNTEERS	3.00	60.00	180.00
			Traditional Boxed Lunch - G	100.00	15.00	1,500.00
			BBQ Buffet	100.00	33.00	3,300.00
			Beverages on Course	74.27	7.00	519.89
			NA Drink Upgrade	0.11	1.00	0.11

Total Charges

	Charges	Taxes	Service Charge & Gratuities	Total
Room	0.00	0.00	0.00	0.00
Food	18,500.00	0.00	3,700.00	22,200.00
Beverage	0.00	0.00	0.00	0.00
Grand Totals	\$18,500.00	\$0.00	\$3,700.00	\$22,200.00
Dep/Pymt Received				\$0.00
Balance Due				\$22,200.00

Naperville Country Club

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25W 570 Chicago Ave.

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60540

Telephone: 630-355-6015 Fax: 630-355-8366

Recap & Total:

Services	18,500.00
Svc Charge	2,775.00
Gratuities	925.00

Subtotal	\$22,200.00
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Dep/Pymt Received	\$0.00
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Balance Due	\$22,200.00
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James Kuhrt <james@napervillecc.org>

RE: [External] RE: College of DuPage PO No. P0005928 for Golf Outing

James Kuhrt <james@napervillecc.org>

Fri, May 5, 2023 at 05:50 PM UTC

CC: Invoicing <invoicing@cod.edu>

BCC:

I have attached an invoice for \$22,200.

Amy- I had to play with the on-course beverage and NA drink station numbers to make the invoice reflect the exact amount that was already pulled. With that being said, the numbers are not accurate and will be adjusted for the second payment.

Best Regards,

From: Frese, Amy <fresea@cod.edu>
Sent: Friday, May 5, 2023 9:13 AM
To: James Kuhrt <james@napervillecc.org>; Wolfe, Julie <wolfej9378@cod.edu>
Subject: Re: [External] RE: College of DuPage PO No. P0005928 for Golf Outing

Hi Jim,

I'm so sorry to be such a pain!! But the college already pulled the money from Carly's invoice. The total on that invoice is for \$22,200. Can you please make this invoice out for that amount? Once that gets pulled and paid to you, we can then do the remainder with an new invoice with the remainder. The rules here are insane! So sorry.

Amy Frese | Coordinator, Events | Institutional Advancement
College of DuPage | 425 Fawell Blvd., | BIC 1520 | Glen Ellyn, IL 60137

Phone: 630.479.3292 | Email: fresea@cod.edu

Social: [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Instagram](#)

From: James Kuhrt <james@napervillecc.org>
Date: Thursday, May 4, 2023 at 3:33 PM
To: "Frese, Amy" <fresea@cod.edu>, "Wolfe, Julie" <wolfej9378@cod.edu>, Invoicing <invoicing@cod.edu>
Subject: RE: [External] RE: College of DuPage PO No. P0005928 for Golf Outing

Let try this again.....

Best Regards,

From: Frese, Amy <fresea@cod.edu>

Sent: Thursday, May 4, 2023 3:32 PM

To: James Kuhrt <james@napervillecc.org>; Wolfe, Julie <wolfej9378@cod.edu>; Invoicing <invoicing@cod.edu>

Subject: Re: [External] RE: College of DuPage PO No. P0005928 for Golf Outing

Hi Jim,

Thanks for your reply. I don't see the invoice attached.

Amy Frese | Coordinator, Events | Institutional Advancement
College of DuPage | 425 Fawell Blvd., | BIC 1520 | Glen Ellyn, IL 60137

Phone: 630.479.3292 | Email: fresea@cod.edu

Social: [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Instagram](#)

From: James Kuhrt <james@napervillecc.org>

Date: Thursday, May 4, 2023 at 3:15 PM

To: "Frese, Amy" <fresea@cod.edu>, "Wolfe, Julie" <wolfej9378@cod.edu>, Invoicing <invoicing@cod.edu>

Subject: [External] RE: College of DuPage PO No. P0005928 for Golf Outing

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.

Amy & Julie,

My apologies for not having this to you sooner.

I have also sent it to invoicing@cod.edu.

Please let me know if you need anything else.

Please reference "BEO #1284" in the check's memo line.

Best Regards,

From: Frese, Amy <fresea@cod.edu>
Sent: Thursday, May 4, 2023 3:07 PM
To: James Kuhrt <james@napervillecc.org>
Subject: FW: College of DuPage PO No. P0005928 for Golf Outing

Hi Jim,

Can you please see the attached and email below. I was unaware that Carly did not send an invoice for \$22,200. (the price at the time). We would like to pay this amount now. As far as any additional charges, we can pay that after the outing. It would need to be NET60 payment. So we cannot write you a check for the remaining the day of the event. I hope this will not be a problem.

Thanks,

Amy Frese | Coordinator, Events | Institutional Advancement
College of DuPage | 425 Fawell Blvd., | BIC 1520 | Glen Ellyn, IL 60137

Phone: 630.479.3292 | Email: fresea@cod.edu

Social: [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Instagram](#)

From: "Wolfe, Julie" <wolfej9378@cod.edu>
Date: Thursday, May 4, 2023 at 2:57 PM
To: "Frese, Amy" <fresea@cod.edu>
Subject: FW: College of DuPage PO No. P0005928 for Golf Outing

So Carly never sent an invoice. If you would reach out to your contact and have him send an invoice for \$22,200, see attached to invoicing@cod.edu. Please ask him to send it ASAP. (good grief!)

Julie Wolfe | Administrative Assistant to the Vice President | Institutional Advancement

College of DuPage | 425 Fawell Blvd. | BIC 1520 | Glen Ellyn, IL 60137

Phone 630.942.3555 | Email: wolfej9378@cod.edu

Social: Facebook | LinkedIn | Twitter | Instagram

From: Casey, Kevin <caseyk650@cod.edu>
Sent: Monday, February 20, 2023 8:58 AM
To: carly@napervillecc.org
Cc: Wolfe, Julie <wolfej9378@cod.edu>
Subject: College of DuPage PO No. P0005928 for Golf Outing

Dear Vendor,

Please confirm receipt of PO **(Reply ALL)** and process accordingly.

Kindly follow thread below to view the College of DuPage (COD) Purchase Order presented 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

7 attachments

image005.png

COD 8-21 preview 2.pdf

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