

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085802
Vendor Name: Hilton Lisle/Naperville
Invoice Number: 71,482
Invoice Date: 01/08/18
PO Number: P0355797
Check Number: 0230470
Check Amount: \$ 752.40
Check Date: 01/29/2018
Department ID: 17150
Reviewer Name:
Voucher Number: V0491941
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: venasue@cod.edu
Sent: Thu Jan 18 16:55:19 CST 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

Attached is the invoice for Hilton-lisle. PO 355797 Sue Vena Sue Vena College of DuPage Administrative Assistant, Athletics 630-942-4242 (office) 630-942-3601 (fax) -----Original Message----- From: venasue@cod.edu [mailto:venasue@cod.edu] Sent: Thursday, January 18, 2018 4:52 PM To: Vena, Susan M. Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page Multifunction Printer Location: Device Name: Printer-095

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

Hilton Lisle/Naperville

3003 Corporate West Drive • Lisle, IL 60532 • (630) 505-0900 • Fax (630) 505-8948

Banquet Check

Check#: 71,482

Page: 1 of 1

Created: 1/8/2018

Account: College of DuPage Football "The Red Grange Bowl Game" Post As: The Red Grange Bowl Game Banquet BEO Name: The Red Grange Bowl Game Banquet Address: Athletics Department 425 Fawell Blvd Glen Ellyn, IL 60137		Event Date: Thursday, 11/30/2017 Contact: Ms. Sue Vena Phone: (630) 942-4242 Fax: On-Site:
Payment Method: Credit Card Credit Card #: CC Expiration: NEEDED Tax Exempt #: E9997-3391-03	Direct Bill Acc #: PO# Request House Account #:	Sales Mgr: Bonnie Buckley, CMP Catering Mgr: Bonnie Buckley, CMP Room:

Quantity	Food	Price	Amount
250	Bruschetta Chicken (boneless, skinless breast) garlic marinated tomato with lemon herb broth LARGE portion Pasta with Marinara Fresh Seasonal Vegetable Medley	17.36 per person	4,340.00
Subtotal:			4,340.00
Service Charge %:			21.00 911.40
Tax %:			0.00 0.00
Total:			5,251.40

Quantity	Miscellaneous	Price	Amount
1	SPECIAL AV PACKAGE	500.00	500.00
Subtotal:			500.00
Service Charge %:			0.00 0.00
Tax %:			0.00 0.00
Total:			500.00

Grand Total: 5,751.40
 Deposit: PAID 4,999.00
 Balance Due: 752.40

PO. 355 797

BALANCE DUE

[Handwritten Signature]
 1/10/18

Client Signature

Date

Humphrey, Vera

From: Vena, Susan M.
Sent: Friday, January 26, 2018 2:35 PM
To: Humphrey, Vera
Cc: Cruse, Bethany
Subject: Hilton- Naperville- PO 355797
Attachments: Hilton-Banquet- Balance Due.pdf

Could we have a hand type check for the Hilton. This a balance due from December 2017. I would like to get this paid , because the Mac also using them I would keep up in good standing.

Thank you,

Sue Vena

Sue Vena
College of DuPage
Administrative Assistant, Athletics
630-942-4242 (office)
630-942-3601 (fax)



A handwritten signature in black ink, reading "Brian W. Caputo". The signature is written in a cursive style with a horizontal line underneath.

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

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01.02.1

0.334

Hilton Lisle/Naperville

3003 Corporate West Drive • Lisle, IL 60532 • (630) 505-0900 • Fax (630) 505-8948

Banquet Check

Check#: 71,482

Page: 1 of 1

Created: 1/8/2018

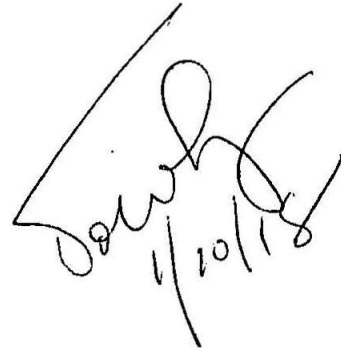
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Deposit:	PAID 4,999.00
Balance Due:	752.40

BALANCE DUE



Client Signature

Date

1085802

01/29/2018

0230470

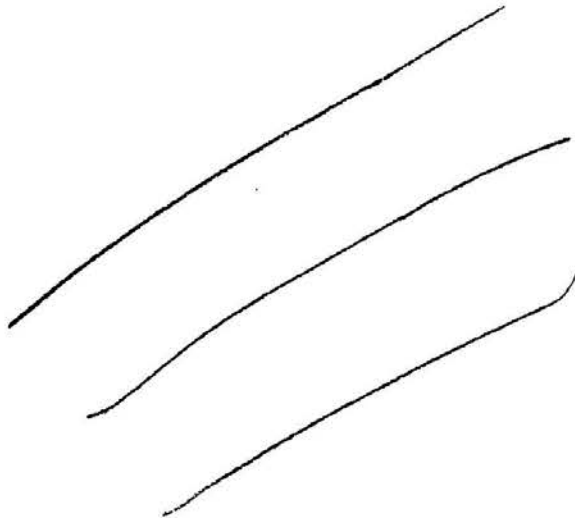
71,482

V0491941

Banquet for the Red

1099171502900099

752.40



752.40

Sue Vene

0230470

PAY ONLY SEVEN HUNDRED FIFTY TWO AND 40/100 DOLLARS

01/29/2018

\$*****752.40

Hilton Lisle/Naperville
3003 Corporate West Drive
Lisle IL 60532