

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236634

Invoice Date: 12/18/17

PO Number:

Check Number: E0064983

Check Amount: \$ 3,057.15

Check Date: 01/17/2018

Department ID: 00813

Reviewer Name: Erin Carrillo

Voucher Number: V0491122

Redaction Type: None

Document Type: AP Invoice

Document Below

V491122

SODEXO, INC & AFFILIATES

BILL TO: College of DuPage
425 Fawell
Glen Ellyn, IL, |

COPY**INVOICE**

SERVICES College of Dupage
RENDERED TO: 425 Fawell Blvd.
Glen Ellyn, IL 60137

MAKE CHECKS PAYABLE TO:
SODEXO, INC & AFFILIATES
PO BOX 360170
PITTSBURGH, PA 15251-6170

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMBER
Net30	100022720	12096001	12/18/2017	236634
DESCRIPTION	CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
0110001815401002 Fire Academy Graduation Ceremony	5003	\$162.18		\$162.18
0110003775309001 HSC 2017FA Semester Appreciation	5162	\$54.54		\$54.54
0110003775309001 2017FA Semester Appreciation PM	5159	\$116.64		\$116.64
0190008135501001 Academic Committee Mtg	5234	\$27.88		\$27.88
0110003775309001 2017FA Semester Appreciation AM	5160	\$156.83		\$156.83
0110003775309001 2017Semester Appreciation All Day	5163	\$54.54		\$54.54
1099996122900099 PPAC Meeting	5213	\$49.95		\$49.95
0110003775309001 2017FA Semester Appreciation PM	5161	\$116.64		\$116.64
0190132905509001 IL State Chamber of Commerce	5221	\$41.96		\$41.96
0190132905509001 IL State Chamber of Commerce	5222	\$226.80		\$226.80
0130127815501001 PLR Launch Party	5176	\$267.92		\$267.92
0180007855501001 12/14 Administrators Team Mtg	5231	\$1,044.60		\$1,044.60
0120004235501001 Sharon Scalise Retirement	5236	\$93.57		\$93.57
0190008135501001 Special Board Mtg 12/14/17	5185	\$35.25		\$35.25
0563630015501001 MEEA Training	5154	\$55.97		\$55.97
0563650075309001 SLEA Advisory Council Meeting	5212	\$35.98		\$35.98
0180007815501001 Office of the President Meeting	5223	\$61.64		\$61.64
0560113015408001 Gavin Coyle/Nutcracker	5217	\$83.94		\$83.94
0563630015501001 MEEA Training	5156	\$131.88		\$131.88
0180007815501001 Office of the President Lunch	5239	\$81.81		\$81.81
01-10-00377-5309001 2017FA Semester Appreciation	5158	\$156.83		\$156.83

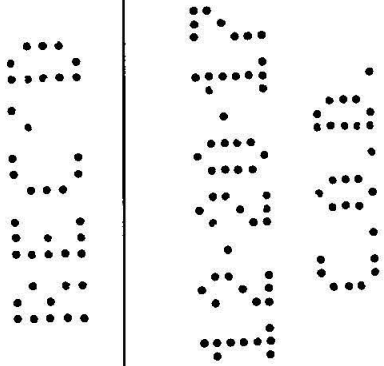
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425 Fawell
Glen Ellyn, IL, |

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RENDERED TO: 425 Fawell Blvd.
Glen Ellyn, IL 60137

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SODEXO, INC & AFFILIATES
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PITTSBURGH, PA 15251-6170

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMBER
Net30	100022720	12096001	12/18/2017	236634
DESCRIPTION	CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
				
Tax-exempt#:e99999	INVOICE TOTAL	\$3,057.35	\$0.00	\$3,057.35

TERMS: PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE UNLESS OTHERWISE SPECIFIED BY CONTRACT OR IN WRITING.
A SERVICE CHARGE MAY BE ASSESSED ON ANY PAST DUE AMOUNT. ANNUAL PERCENTAGE RATE NOT TO EXCEED STATUTORY LIMITATIONS.

Event Name: **12/11/17 Academic Committee Meeting**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5234

Monday, 12/11/2017

Ordered On: 12/7/2017

Last Modified: 12/8/2017 1:00:03 PM

Confirmation Pending

Customer Information

First Name: Erin

Last Name: Carrillo

Department: President's Office

Email: carrilloe42@cod.edu

Phone: 630-942-2203

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Erin Carrillo

Contact Phone: 2203

How Many Tables

Ordered for Food: 1

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: SSC

Room#: 2200

Payment Information

Payment Type: Department Account

Department
Account Number: 01-90-00813-5501001Policy
Acceptance: I Accept | ec

Event Information

Guest Count: 25

Pick-up / Delivery
Day: Monday, 12/11/2017Food Delivery
Time: 1:00 PM

Event Start Time: 2:00 PM

Food Clean-up
Time: 4:30 PM

INVOICE REVIEWED
OKAY TO PAY

ERIN CARRILLO 01/12/18

BEVERAGES	Qty.	Price	Ext.
Bottled Water, 20 oz - each	20	\$2.19	\$21.90
Water Service - Water (serves 16 per gallon) - per gallon	2	\$2.99	\$5.98

Order Summary

Beverages

\$27.88

Order Totals

Sub Total \$27.88

Order Total \$27.88

Balance Due **\$27.88**

Special Instructions

IMPORTANT: THIS IS FOR MONDAY, DECEMBER 11, 2017 at 2:00 p.m.

Order #5234

APPROVED
01/12/18 - MARY ANN MILLUSH

12/18/2017

Event Name: **Fire Academy Graduation Ceremony**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5003

Friday, 12/15/2017

Ordered On: 10/3/2017

Last Modified: 1/11/2018 1:20:28 PM

Confirmed

Customer Information

First Name: Pam
Last Name: Dinucci
Department: Health and Sciences
Email: dinuccip@cod.edu
Phone: 630-942-2902

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Dan Krakora
Contact Phone: 2107
How Many Tables Ordered for Food: 0
Service?:
Double Sided Tables?: Yes
How Many Stations?: 2
Building: HEC
Room#: 1022

Payment Information

Payment Type : Department Account
Approval Email: chaudhrym24@cod.edu
Department Account Number: 01-10-00181-5401002
Policy Acceptance: I Accept | pjd

Event Information

Guest Count: 80
Pick-up/ Delivery Date: Friday, 12/15/2017
Food Delivery Time: 4:15 PM
Event Start Time: 4:30 PM
Food Clean-up Time: 9:00 AM

BEVERAGES

	Qty.	Price	Ext.
Lemonade - per gallon	3	\$12.59	\$37.77
Raspberry Iced Tea - per gallon	3	\$12.59	\$37.77
Water Service - Water (serves 16 per gallon) - per gallon	3	\$2.99	\$8.97

FOOD

	Qty.	Price	Ext.
Cold Displays - Fresh Vegetable Tray, 50-100 people - each	1	\$115.99	\$115.99
• Please add cheese and cracker trays for 80 people.			

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$200.50
\$84.51	\$115.99	Discount	-\$38.32
		Order Total	\$162.18
		Balance Due	\$162.18

Special Instructions

Please add cheese and cracker trays for 80 guests. Tables will be set up outside of HEC 1022. Event start time is 5:00pm and the event will end at approximately 8:30pm.

Order #5003

1/11/2018

Zerrudo, Maria

From: Callahan, Sharon <Sharon.Callahan@sodexo.com>
Sent: Thursday, January 11, 2018 2:07 PM
To: Zerrudo, Maria
Cc: Konicek, Belinda
Subject: Re: Sodexo invoice # 236634
Attachments: Order 5003 revised.pdf

Maria,

Please find attached our Order # 5003 "revised" to match the billing invoice 236634 in the amount of \$162.18.

Be advised, I have created a modified version of order 5003 that will be submitted for week ending 1/12/18, which will have only the \$135.99 cheese and cracker platter. I apologize for the confusion. I had originally posted the order in December prior to the addition of the Cheese and Cracker add-on, and missed the update. So to recap, you will see the order # 5003 Part 2 on the next invoice you receive. This will complete the full billing for Fire Academy Graduation Ceremony broken down as follows:

5003, 12/15/17 \$162.18
5003, 01/11/18 \$135.99
Total combined = \$298.17

Once again, I apologize for the inconvenience of my missing the add-on prior to submitting the invoice. If you have any question regarding my explanation, please do not hesitate to call me at ext. 3343.

Kindest Regards,
Sharon Callahan

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Thursday, January 11, 2018 10:42 AM
To: Callahan, Sharon
Subject: FW: Sodexo invoice # 236634

Hi Sharon,
Per Lynn's reply, kindly provide assistance on my email below.

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone: (630)942-2601
zerrudom@cod.edu

From: Konicek, Lynn
Sent: Thursday, January 11, 2018 10:39 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: sharon.callahan@sodexo.com
Subject: Re: Sodexo invoice # 236634

Hello Maria,

Please reach out to our admin, Sharon to resolve this issue. She should be your contact for all invoicing concerns. Her extension is 3343.

Thank you.

Lynn Konicek
Sodexo General Manager
College of DuPage
630-942-2555
sodexokonicek@cod.edu

From: Zerrudo, Maria
Sent: Thursday, January 11, 2018 10:03 AM
To: Konicek, Lynn
Subject: Sodexo invoice # 236634

Hi Lynn,

I am taking over the Sodexo invoice again until we get someone permanently.
This invoice was not processed by our temp. help before she left.

I am going over inv# 236634 and noticed that Order 5003 does not match the amount on the Invoice.
Order 5003 shows the amount of \$298.17, however the invoice has the amount of \$ 162.18.
I circled the order no as well as the amount on the invoice. Please advise which is the correct amount.

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage

Event Name: **12/12 a.m. BIC 2017FA Semester Appreciation**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #5160

Tuesday, 12/12/2017

Ordered On: 11/14/2017

Last Modified: 11/14/2017 11:32:36 AM

Confirmation Pending

Customer Information

First Name: Joan

Last Name: Bradford

Department: Part-time Faculty Centers

Email: bradford@cod.edu

Phone: 630-942-2840

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Joan Bradford

Contact Phone: 2840

How Many Tables

Ordered for Food 0

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: BIC

Room#: 2A07

Payment Information

Payment Type : Department Account

Approval Email: collinsm152@cod.edu

Department: 01-10-00377-5309001

Account Number

Policy Acceptance: I Accept | JB

Event Information

Guest Count: 175

Pick-up/ Delivery
Date: Tuesday, 12/12/2017Food Delivery
Time: 7:30 AM

Event Start Time: 7:30 AM

Food Clean-up
Time: 12:30 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	4	\$17.99	\$71.96
Hot Tea - per gallon	1	\$12.99	\$12.99

FOOD

	Qty.	Price	Ext.
Mini Muffins - per dozen	12	\$5.99	\$71.88

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$156.83
\$84.95	\$71.88	Order Total	\$156.83
		Balance Due	\$156.83

Special Instructions

Order #5160

003
 11.02.21
 0.034

12/18/2017

Event Name: **12/12 All Day - HSC 2017FA Semester Appreciation**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #5163

Tuesday, 12/12/2017

Ordered On: 11/14/2017

Last Modified: 11/14/2017 4:08:55 PM

Confirmation Pending

Customer Information

First Name: Joan

Last Name: Bradford

Department: Part-time Faculty Centers

Email: bradford@cod.edu

Phone: 630-942-2840

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Joan Bradford

Contact Phone: 2840

How Many Tables:

Ordered for Food: 0

Service?:

Double Sided Tables?: No

How Many Stations?: 1

Building: HSC

Room#: 1138A

Payment Information

Payment Type: Department Account

Approval Email: collinsm152@cod.edu

Department Account Number: 01-10-00377-5309001

Policy Acceptance: I Accept | JB

Event Information

Guest Count: 50

Pick-up/ Delivery Date: Tuesday, 12/12/2017

Food Delivery Time: 7:30 AM

Event Start Time: 8:00 AM

Food Clean-up Time: 4:30 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	2	\$17.99	\$35.98

FOOD

	Qty.	Price	Ext.
Donut Holes - per dozen	2	\$4.29	\$8.58
Mini Cookies - per dozen	1	\$3.99	\$3.99
Mini Muffins - per dozen	1	\$5.99	\$5.99

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$54.54
\$35.98	\$18.56	Order Total	\$54.54
		Balance Due	\$54.54

Special Instructions

NOTE: Room Number HSC 1138A isn't on a map. It's a temporary office down attend of the hall from HSC 1235. Call ext. 2840 and Joan can meet you the hallway.

Order #5163

Event Name: **PPAC Meeting**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5213

Tuesday, 12/12/2017

Ordered On: 11/28/2017

Last Modified: 11/28/2017 3:58:04 PM

Ⓐ Confirmed

Customer Information

First Name: Nicole

Last Name: Plumtree

Department: Student Life

Email: plumtreen@cod.edu

Phone: 6309422644

Delivery / Pickup Information

Method: Pick-up

Event Contact: Nicole Plumtree

Contact Phone: X2644

Event Information

Guest Count: 40

Pick-up/ Delivery
Date: Tuesday, 12/12/2017Earliest Pick-Up
Time: 10:30 AMLatest Pick-Up
Time: 10:45 AM

Payment Information

Payment Type: Department Account

Approval Email: steelec@cod.edu

Department
Account Number: 10-99-99612-2900099Policy
Acceptance: I Accept | NP

FOOD

	Qty.	Price	Ext.
Student Pizza Cost (for Student Club Pickups) - per pizza			
• 1 veggie, 2 sausage, 2 pepperoni	5	\$9.99	\$49.95

Order Summary	Order Totals		
Food	Sub Total	\$49.95	
\$49.95	Order Total	\$49.95	
	Balance Due	\$49.95	

Special Instructions

Order #5213

003
11.02.21
0.334

12/18/2017

Event Name: **12/12 p.m. BIC 2017FA Semester Appreciation**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #5161

Tuesday, 12/12/2017

Ordered On: 11/14/2017

Last Modified: 11/14/2017 11:27:20 AM

Confirmation Pending

Customer Information

First Name: Joan

Last Name: Bradford

Department: Part-time Faculty Centers

Email: bradford@cod.edu

Phone: 630-942-2840

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Joan Bradford

Contact Phone: 2840

How Many Tables

Ordered for Food 0

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: BIC

Room#: 2A07

Payment Information

Payment Type: Department Account

Approval Email: collinsm152@cod.edu

Department
Account Number: 01-10-00377-5309001Policy
Acceptance: I Accept | JB

Event Information

Guest Count: 175

Pick-up/ Delivery
Date: Tuesday, 12/12/2017Food Delivery
Time: 12:30 PM

Event Start Time: 12:30 PM

Food Clean-up
Time: 5:15 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	3	\$17.99	\$53.97
Hot Tea - per gallon	1	\$12.99	\$12.99

FOOD

	Qty.	Price	Ext.
Donut Holes - per dozen	6	\$4.29	\$25.74
Mini Cookies - per dozen	6	\$3.99	\$23.94

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$116.64
\$66.96	\$49.68	Order Total	\$116.64
		Balance Due	\$116.64

Special Instructions

Order #5161

12/18/2017

Event Name: **Illinois State Chamber of Commerce**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5221

Wednesday, 12/13/2017

Ordered On: 12/4/2017

Last Modified: 12/4/2017 10:21:06 AM

Confirmed

Customer Information

First Name: Sandra
Last Name: Carbon-Sheldon
Department: Conference & Event Services
Email: carbon@cod.edu
Phone: 630-942-3952

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Sandra Carbon-Sheldon
Contact Phone: 630-942-3952
How Many Tables Ordered for Food Service?: 1
Double Sided Tables?: No
How Many Stations?: 1
Building: TEC
Room#: 1038B

Payment Information

Payment Type: Department Account
Approval Email: schultze399@cod.edu
Department: 01-90-13290-5509001
Account Number:
Policy Acceptance: I Accept | scs

Event Information

Guest Count: 13
Pick-up/ Delivery Date: Wednesday, 12/13/2017
Food Delivery Time: 8:15 AM
Event Start Time: 9:00 AM
Food Clean-up Time: 4:30 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	2	\$17.99	\$35.98
Water Service - Water (serves 16 per gallon) - per gallon	2	\$2.99	\$5.98

Order Summary	Order Totals
Beverages	Sub Total \$41.96
\$41.96	Order Total \$41.96
	Balance Due \$41.96

Special Instructions

Order #5221

000
11.02.21
0.034

Event Name: **Illinois State Chamber of Commerce**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5222
Wednesday, 12/13/2017
Ordered On: 12/4/2017
Last Modified: 12/18/2017 12:10:01 PM
(A) Confirmed

Customer Information

First Name:	Sandra
Last Name:	Carbon-Sheldon
Department:	Conference & Event Services
Email:	carbon@cod.edu
Phone:	630-942-3952

Payment Information

Payment Type:	Department Account
Approval Email:	schultze399@cod.edu
Department Account Number:	01-90-13290-5509001
Policy Acceptance:	I Accept scs

Delivery / Pickup Information

Method:	On Campus Delivery
Event Contact:	Sandra Carbon-Sheldon
Contact Phone:	630-942-3952
How Many Tables Ordered for Food Service?:	1
Double Sided Tables?:	No
How Many Stations?:	1
Building:	TEC
Room#:	1038B

Event Information

Guest Count:	13
Pick-up/ Delivery Date:	Wednesday, 12/13/2017
Food Delivery Time:	11:15 AM
Event Start Time:	9:00 AM
Food Clean-up Time:	4:00 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	1	\$17.99	\$17.99

FOOD

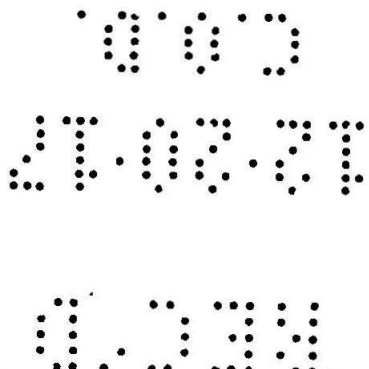
	Qty.	Price	Ext.
Einstein Boxed Lunch Served with Chips, Fruit Salad, Cookie, Bottled Soda or Water. • Tasty Turkey on Asiago Bagel - (Einstein Boxed Lunch) • Soda • please provide a variety of regular and diet soda with box lunches. Also , please check coffee which is in room (order 5221 and replenish if needed. Event goes until 4pm	19	\$10.99	\$208.81

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$226.80
\$17.99	\$208.81	Order Total	\$226.80
		Balance Due	\$226.80

Special Instructions

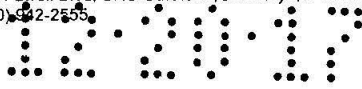
Client would like to eat lunch at 11:45 am. Please deliver accordingly. Also, when lunch is delivered, please replenish coffee from morning's order. (replenish 1 gallon)

Order #5222



Event Name: **PLR Launch Party**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 642-2555



ORDER #5176

Wednesday, 12/13/2017

Ordered On: 11/16/2017

Last Modified: 12/15/2017 8:56:05 AM

Ⓐ **Confirmed**

Customer Information

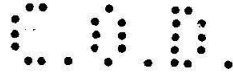
First Name: Nicole

Last Name: Plumtree

Department: Student Life

Email: plumtreen@cod.edu

Phone: 6309422644



Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Nicole Plumtree

Contact Phone: x2644

How Many Tables:

Ordered for Food 2

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: SSC

Room#: 1200

Payment Information

Payment Type: Department Account

Approval Email: steelec@cod.edu

Department
Account Number: 01-30-12781-5501001Policy
Acceptance: I Accept | NP

Event Information

Guest Count: 50

Pick-up/ Delivery
Date: Wednesday, 12/13/2017Food Delivery
Time: 5:30 PM

Event Start Time: 6:00 PM

Food Clean-up
Time: 6:30 PM

BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	5	\$2.99	\$14.95
Hot Chocolate - per gallon	3	\$12.99	\$38.97
Raspberry Iced Tea - per gallon	2	\$12.59	\$25.18

OTHER

	Qty.	Price	Ext.
Custom Product Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. <ul style="list-style-type: none"> From the club menu: baked potato bar with cheese, bacon, and steamed broccoli (1 order for 50 ppl) \$2.59 per person= \$129.50 meatballs (8 orders) @ \$4.29 per dozen = \$34.32 Delivery - \$25.00 Total : \$188.82 	1	\$188.82	\$188.82

Order Summary		Order Totals	
Beverages	Other	Sub Total	\$267.92
\$79.10	\$188.82	Order Total	\$267.92
		Balance Due	\$267.92

Special Instructions

* PLR has requested for 8pm clean-up, but items can be picked up the following day to avoid additional labor charges. Burners will be blown out.

Order #5176

12/18/2017

Event Name: **12/14 Administrators Team Meeting**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5231
Thursday, 12/14/2017
Ordered On: 12/5/2017
Last Modified: 12/18/2017 12:11:42 PM
 Confirmation Pending

Customer Information

First Name:	Tracey
Last Name:	Frye
Department:	Office of the President
Email:	fryetr@cod.edu
Phone:	630-942-2201

Delivery / Pickup Information

Method:	On Campus Delivery
Event Contact:	Tracey Frye
Contact Phone:	x2201
How Many Tables Ordered for Food Service?:	2
Double Sided Tables?:	Yes
How Many Stations?:	2
Building:	SRC
Room#:	2131

Payment Information

Payment Type:	Department Account
Approval Email:	milush@cod.edu
Department Account Number:	01-80-00785-5501001
Policy Acceptance:	I Accept taf

Event Information

Guest Count:	40
Pick-up/ Delivery Date:	Thursday, 12/14/2017
Food Delivery Time:	10:30 AM
Event Start Time:	11:00 AM
Food Clean-up Time:	1:30 PM

OTHER

	Qty.	Price	Ext.
Custom Product Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. • Chicken Breast stuffed with an Herbed Goat Cheese, Spinach and Artichoke mixture Portobello Mushroom Pasta Primavera with Tomatoes and Olive Oil Asparagus & Baby Tri Colored Carrots with Balsamic Glaze Rolls Desserts: Chocolate Flourless Cake Coffee and Hot Tea Water and Iced Tea Cost per person: \$24.99	40	\$24.99	\$999.60

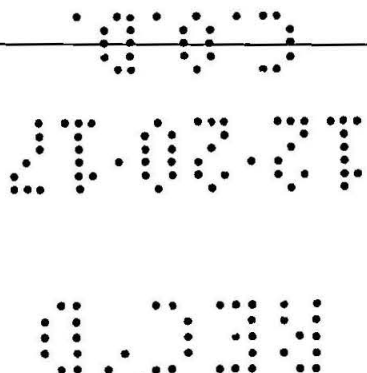
SUPPLIES

	Qty.	Price	Ext.
Linen Tablecloths are provided for all food and beverage tables with each food order. Linen for guests (dining) tables is included only with full service meals, buffets and plated meals. Specialty linens are also available for your food and guest tables at an additional cost. Please set up an appointment to view the linens. • Table cloths for small banquet tables in SRC 2131	9	\$5.00	\$45.00

Order Summary		Order Totals	
Other	Supplies	Sub Total	\$1,044.60
\$999.60	\$45.00	Order Total	\$1,044.60
		Balance Due	\$1,044.60

Special Instructions

Order #5231



Event Name: **Sharon Scalise Retirement**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5236

Thursday, 12/14/2017

Ordered On: 12/8/2017

Last Modified: 12/11/2017 8:42:23 AM

Confirmed

Customer Information

First Name: Cassi

Last Name: Munguia

Department: Business and Technology

Email: munguiac@cod.edu

Phone: 6309422596

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Cassi Munguia

Contact Phone: 2596

How Many Tables

Ordered for Food 1

Service?:

Double Sided

Tables?: No

How Many

Stations?: 1

Building: MAC

Room#: 215

Payment Information

Payment Type : Department Account

Approval Email: boonec@cod.edu

Department: 01-20-00423-5501001

Account Number:

Policy Acceptance: I Accept | CM

Event Information

Guest Count: 15

Pick-up/ Delivery Date: Thursday, 12/14/2017

Food Delivery Time: 1:45 PM

Event Start Time: 2:00 PM

Food Clean-up Time: 3:15 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon			
• Event is actually on December 14	2	\$17.99	\$35.98

FOOD

	Qty.	Price	Ext.
Half Sheet Cake			
Half Sheet Cake with your choice of Frosting.			
• Marble Cake			
• Vanilla Buttercream			
• Roses			
• The date of the event is actually December 14th	1	\$57.59	\$57.59

Order Summary

Beverages

\$35.98

Food

\$57.59

Order Totals

Sub Total

\$93.57

Order Total

\$93.57

Balance Due

\$93.57

Special Instructions

11:00 AM

Order #5236

0.034

Event Name: **Special Board Meeting 12/14/17**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5185

Thursday, 12/14/2017

Ordered On: 11/20/2017

Last Modified: 11/27/2017 10:55:25 AM

Confirmation Pending

Customer Information

First Name: Erin

Last Name: Carrillo

Department: President's Office

Email: carrilloe42@cod.edu

Phone: 630-942-2203

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Erin Carrillo

Contact Phone: 2203

How Many Tables:

Ordered for Food: 1

Service?:

Double Sided: NO

Tables?:

How Many:

Seating: 1

Building: SSC

Room#: 2200

Payment Information

Payment Type: Department Account

Approval Email: millush@cod.edu

Department: 01-90-00813-5501001

Account Number:

Policy Acceptance: I Accept | ec

Event Information

Guest Count: 50

Pick-up/ Delivery Date: Thursday, 12/14/2017

Food Delivery Time: 5:00 PM

Event Start Time: 6:00 PM

Food Clean-up Time: 7:00 AM

BEVERAGES

	Qty.	Price	Ext.
Bottled Water, 20 oz - each	12	\$2.19	\$26.28
Water Service - Water (serves 16 per gallon) - per gallon	3	\$2.99	\$8.97

Order Summary	Order Totals
Beverages	Sub Total \$35.25
\$35.25	Order Total \$35.25
	Balance Due \$35.25

Special Instructions

Order #5185

INVOICE REVIEW
OKAY TO PAY
ERIN CARRILLO O

003
11.02.17
0.334

12/18/2017

Event Name: **SLEA Advisory Council Meeting**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5212

Friday, 12/15/2017

Ordered On: 11/28/2017

Last Modified: 11/28/2017 2:55:50 PM

Confirmation Pending

Customer Information

First Name: trisha
Last Name: augustyn
Department: slea
Email: augustyn@cod.edu
Phone: 630-942-2295

Payment Information

Payment Type: Department Account
Approval Email: bradyt145@cod.edu
Department Account Number: 05-63-65007-5309001
Policy Acceptance: I Accept | TA

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: trisha augustyn
Contact Phone: 2295
How Many Tables Ordered for Food Service?: 1
Double Sided Tables?: No
How Many Stations?: 1
Building: HEC
Room#: 2018

Event Information

Guest Count: 25
Pick-up/ Delivery Date: Friday, 12/15/2017
Food Delivery Time: 7:15 AM
Event Start Time: 8:00 AM
Food Clean-up Time: 10:30 AM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	2	\$17.99	\$35.98

Order Summary	Order Totals
Beverages	Sub Total \$35.98
\$35.98	Order Total \$35.98
	Balance Due \$35.98

Special Instructions

Order #5212

003
11.02.17

0.034

12/18/2017

Event Name: **MEEA Training**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5154

Friday, 12/15/2017

Ordered On: 11/13/2017

Last Modified: 11/13/2017 9:20:44 AM

Confirmed

Customer Information

First Name: Debbie

Last Name: Hasse

Department: Continuing Education

Email: hassed@cod.edu

Phone: 630.942.2679

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Debbie Hasse

Contact Phone: 2679

How Many Tables

Ordered for Food 0

Service?:

Double Sided

Tables?: No

How Many

Stations?: 1

Building: SRC

Room#: 1127

Payment Information

Payment Type: Department Account

Approval Email: deasyd@cod.edu

Department Account Number: 05-63-63001-5501001

Policy Acceptance: I Accept | dh

Event Information

Guest Count: 12

Pick-up/ Delivery Date: Friday, 12/15/2017

Food Delivery Time: 7:15 AM

Event Start Time: 7:45 AM

Food Clean-up Time: 11:30 AM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	2	\$17.99	\$35.98

FOOD

	Qty.	Price	Ext.
Einstein's Assorted Bagels - per dozen	1	\$19.99	\$19.99

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$55.97
\$35.98	\$19.99	Order Total	\$55.97
		Balance Due	\$55.97

Special Instructions

Order #5154

003
21.02.21
0.034

Event Name: **Office of the President Meeting**

Flavours by Sodexo at The
College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL
60137
(630) 942-2555

ORDER #5223

Friday, 12/15/2017

Ordered On: 12/4/2017

Last Modified: 12/18/2017 12:15:32 PM

Confirmation Pending

Customer Information

First Name:	Tracey
Last Name:	Frye
Department:	Office of the President
Email:	fryetr@cod.edu
Phone:	630-942-2201

Delivery / Pickup Information

Method:	On Campus Delivery
Event Contact:	Tracey Frye
Contact Phone:	2201
How Many Tables Ordered for Food Service?:	1
Double Sided Tables?:	No
How Many Stations?:	1
Building:	SRC
Room#:	2135

Payment Information

Payment Type:	Department Account
Approval Email:	rondeau@cod.edu
Department Account Number:	01-80-00781-5501001
Policy Acceptance:	I Accept taf

Event Information

Guest Count:	3
Pick-up/Delivery Date:	Friday, 12/15/2017
Food Delivery Time:	7:30 AM
Event Start Time:	8:00 AM
Food Clean-up Time:	10:30 AM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon • Note: Order 1/2 gallon, if possible	1	\$17.99	\$17.99
Hot Chocolate - per gallon • Note: Order 1/2 gallon, if possible	1	\$7.00	\$7.00

FOOD

	Qty.	Price	Ext.
Individual Fruit Yogurt Parfaits with Low-Fat Granola - each	4	\$3.59	\$14.36
Mini Scones - per dozen • Order half-dozen, if possible.	1	\$13.29	\$13.29

SERVICE ITEMS

	Qty.	Price	Ext.
China Service Add China to your event. • Full Serviceware - per person - Add \$3.00	3	\$3.00	\$9.00

Order Summary			Order Totals	
Beverages	Food	Service Items	Sub Total	\$61.64
\$24.99	\$27.65	\$9.00	Order Total	\$61.64
			Balance Due	\$61.64

Event Name: **Gavin Coyle/Nutcracker**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #5217

Friday, 12/15/2017

Ordered On: 11/29/2017

Last Modified: 11/29/2017 1:37:24 PM

Confirmation Pending

Customer Information

First Name: Tom

Last Name: Murray

Department: MAC

Email: murrayt166@cod.edu

Phone: 630-942-3072

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Tom Murray

Contact Phone: 3072

How Many Tables:

Ordered for Food: 0

Service?:

Double Sided:

Tables?: No

How Many:

Stations?: 1

Building: MAC

Room#: 201H

Payment Information

Payment Type: Department Account

Approval Email: MCGOWAN@COD.EDU

Department: 05-60-11301-5408001

Account Number:

Policy Acceptance: I Accept | TMM

Event Information

Guest Count: 1600

Pick-up/ Delivery:

Date: Friday, 12/15/2017

Food Delivery:

Time: 11:00 AM

Event Start Time: 11:15 AM

Food Clean-up:

Time: 11:30 AM

FOOD

	Qty.	Price	Ext.
Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen	6	\$13.99	\$83.94
• Thank you!			

Order Summary	Order Totals	
Food	Sub Total	\$83.94
\$83.94	Order Total	\$83.94
	Balance Due	\$83.94

Special Instructions

Thank you!

Order #5217

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 11.02.21
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12/18/2017

Event Name: **MEEA Training**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #5156

Friday, 12/15/2017

Ordered On: 11/13/2017

Last Modified: 11/13/2017 11:32:24 AM

Confirmed

Customer Information

First Name: Debbie
Last Name: Hasse
Department: Continuing Education
Email: hassed@cod.edu
Phone: 630.942.2679

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Debbie Hasse
Contact Phone: 2679
How Many Tables Ordered for Food? 0
Service?:
Double Sided Tables?: No
How Many Stations?: 1
Building: SRC
Room#: 1127

Payment Information

Payment Type: Department Account
Approval Email: deasyd@cod.edu
Department Account Number: 05-63-63001-5501001
Policy Acceptance: I Accept | dh

Event Information

Guest Count: 12
Pick-up/ Delivery Date: Friday, 12/15/2017
Food Delivery Time: 11:30 AM
Event Start Time: 11:45 AM
Food Clean-up Time: 3:00 PM

FOOD

	Qty.	Price	Ext.
Turkey and Sharp Cheddar Wrap Oven Roasted Turkey Breast, Sharp Cheddar Cheese, Leaf Lettuce, Sliced Tomato in an Flour Tortilla. Includes Bag of Chips, Whole Fruit, a Large Cookie, and a Soft Drink, Regular or Diet, or Bottled Water. <ul style="list-style-type: none"> • Flour Wrap - (Turkey and Sharp Cheddar Wrap) • Soda • Regular Soft Drink • Diet Soft Drink • I need 11 turkey wraps and one veggie option - system won't let me order one veggie sandwich. Half regular pepsi, half diet pepsi. All chocolate chip cookies. 	12	\$10.99	\$131.88

Order Summary

Food
 \$131.88

Order Totals

Sub Total \$131.88
Order Total \$131.88
Balance Due \$131.88

Special Instructions

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 21.00.01
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Order #5156

Event Name: **Office of the President Lunch**

Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL
60137
(630) 942-2555

ORDER #5239

Friday, 12/15/2017

Ordered On: 12/11/2017

Last Modified: 12/18/2017 11:55:07 AM

(A) Confirmation Pending

Customer Information

First Name:	Tracey
Last Name:	Frye
Department:	Office of the President
Email:	fryetr@cod.edu
Phone:	630-942-2201

Delivery / Pickup Information

Method:	On Campus Delivery
Event Contact:	Tracey Frye
Contact Phone:	x2201
How Many Tables Ordered for Food Service?:	1
Double Sided Tables?:	No
How Many Stations?:	1
Building:	SRC
Room#:	2135

Payment Information

Payment Type:	Department Account
Approval Email:	rondeau@cod.edu
Department Account Number:	01-80-00781-5501001
Policy Acceptance:	I Accept taf

Event Information

Guest Count:	3
Pick-up/Delivery Date:	Friday, 12/15/2017
Food Delivery Time:	11:45 AM
Event Start Time:	12:00 PM
Food Clean-up Time:	2:30 PM

GENERAL

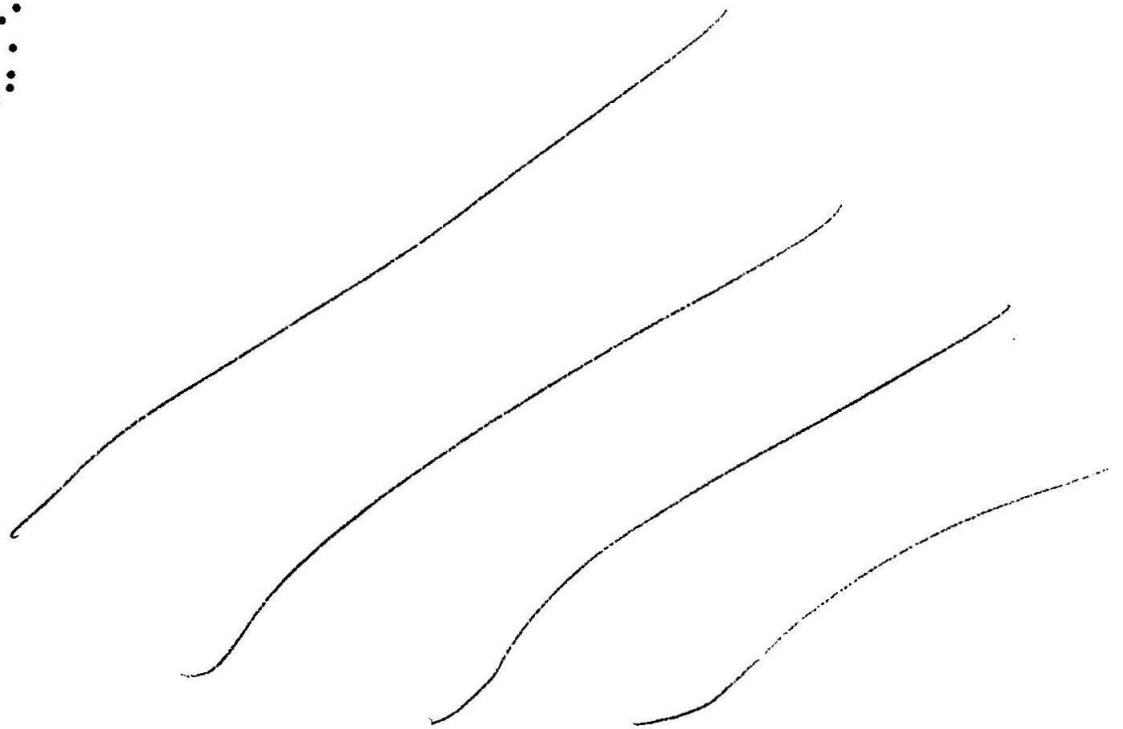
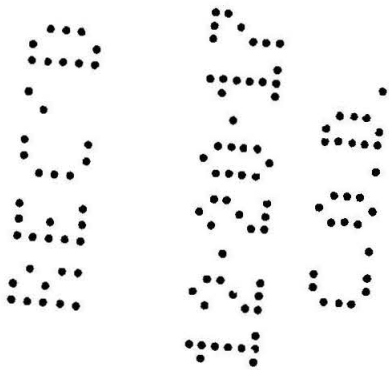
	Qty.	Price	Ext.
Custom Product Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. • Tri - Combo Salad Plate on bed of Mixed Greens with Egg Salad, Chicken Salad and Tuna Salad with pita bread, with carrots and celery and grapes	3	\$14.99	\$44.97
Custom Product Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. • Bottled Perrier Water	3	\$2.29	\$6.87
Custom Product Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. • Dessert - holiday themed	3	\$6.99	\$20.97

SERVICE ITEMS

	Qty.	Price	Ext.
China Service Add China to your event. • Full Serviceware - per person - Add \$3.00	3	\$3.00	\$9.00

Order Summary		Order Totals	
Other	Service Items	Sub Total	\$81.81

\$72.81	\$9.00	Order Total	\$81.81
		Balance Due	\$81.81
Special Instructions			
Order is for Friday, December 15. Please update system.			
Order #5239			



Event Name: **12/11 All Day - HSC 2017FA Semester Appreciation**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5162

Monday, 12/11/2017

Ordered On: 11/14/2017

Last Modified: 12/5/2017 4:34:32 PM

(A) Confirmed

Customer Information

First Name: Joan

Last Name: Bradford

Department: Part-time Faculty Centers

Email: bradford@cod.edu

Phone: 630-942-2840

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Joan Bradford

Contact Phone: 2840

How Many Tables

Ordered for Food: 0

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: HSC

Room#: 1138a

Payment Information

Payment Type: Department Account

Approval Email: collinsm152@cod.edu

Department
Account Number: 01-10-00377-5309001Policy
Acceptance: I Accept | JB

Event Information

Guest Count: 50

Pick-up/ Delivery
Date: Monday, 12/11/2017Food Delivery
Time: 7:30 AM

Event Start Time: 8:00 AM

Food Clean-up
Time: 4:30 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	2	\$17.99	\$35.98

FOOD

	Qty.	Price	Ext.
Donut Holes - per dozen	2	\$4.29	\$8.58
Mini Cookies - per dozen	1	\$3.99	\$3.99
Mini Muffins - per dozen	1	\$5.99	\$5.99

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$54.54
\$35.98	\$18.56	Order Total	\$54.54
		Balance Due	\$54.54

Special Instructions

NOTE: Room Number HSC 1138A isn't on a map. It's a temporary office down attend of the hall from HSC 1235. Call ext. 2840 and Joan can meet you the hallway.

Order #5162

12/18/2017

Event Name: **(12/11 p.m. BIC) 2017FA Semester Appreciation**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5159

Monday, 12/11/2017

Ordered On: 11/14/2017

Last Modified: 11/14/2017 11:34:55 AM

Confirmation Pending

Customer Information

First Name: Joan

Last Name: Bradford

Department: Part-time Faculty Centers

Email: bradford@cod.edu

Phone: 630-942-2840

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Joan Bradford

Contact Phone: 2840

How Many Tables

Ordered for Food 0

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: BIC

Room#: 2A107

Payment Information

Payment Type: Department Account

Approval Email: collinsm152@cod.edu

Department
Account Number: 01-10-00377-5309001Policy
Acceptance: I Accept | JB

Event Information

Guest Count: 175

Pick-up/ Delivery
Date: Monday, 12/11/2017Food Delivery
Time: 12:30 PM

Event Start Time: 12:30 PM

Food Clean-up
Time: 5:15 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	3	\$17.99	\$53.97
Hot Tea - per gallon	1	\$12.99	\$12.99

FOOD

	Qty.	Price	Ext.
Donut Holes - per dozen	6	\$4.29	\$25.74
Mini Cookies - per dozen	6	\$3.99	\$23.94

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$116.64
\$66.96	\$49.68	Order Total	\$116.64
		Balance Due	\$116.64

Special Instructions

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11.02.21
0.034

Order #5159

12/18/2017

Event Name: **(12/11/17 a.m. BIC) 2017FA Semester Appreciation**

Flavours by Sodexo at The
College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL
60137
(630) 942-2555

ORDER #5158

Monday, 12/11/2017

Ordered On: 11/14/2017

Last Modified: 11/14/2017 10:35:55 AM

Confirmation Pending

Customer Information

First Name:	Joan
Last Name:	Bradford
Department:	Part-time Faculty Centers
Email:	bradford@cod.edu
Phone:	630-942-2840

Delivery / Pickup Information

Method:	On Campus Delivery
Event Contact:	Joan Bradford
Contact Phone:	2303
How Many Tables Ordered for Food Service?:	0
Double Sided Tables?:	No
How Many Stations?:	1
Building:	BIC
Room#:	2A07

Payment Information

Payment Type:	Department Account
Approval Email:	collinsm152@cod.edu
Department Account Number:	01-10-00377-5309001
Policy Acceptance:	I Accept JB

Event Information

Guest Count:	175
Pick-up/Delivery Date:	Monday, 12/11/2017
Food Delivery Time:	7:30 AM
Event Start Time:	8:00 AM
Food Clean-up Time:	12:30 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	4	\$17.99	\$71.96
Hot Tea - per gallon	1	\$12.99	\$12.99

FOOD

	Qty.	Price	Ext.
Mini Muffins - per dozen	12	\$5.99	\$71.88

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$156.83
\$84.95	\$71.88	Order Total	\$156.83
		Balance Due	\$156.83

Special Instructions

Order #5158

