

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236639

Invoice Date: 01/12/18

PO Number:

Check Number: E0065079

Check Amount: \$ 795.30

Check Date: 01/24/2018

Department ID: 00469

Reviewer Name:

Voucher Number: V0491807

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

V491807

SODEXO, INC & AFFILIATES

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

INVOICE

SERVICES RENDERED TO: College of Dupage
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	01/12/2018	236639		
DESCRIPTION			CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
0110003935509001 I Am COD Meet & Greet 1/9/18 0180007815501001 Office of the Pres. 1/10 Lnch Mtg 0130004695509001 Disability Awareness ROUNg Table 0110001815401002 FireAcadGradCer Part 2, 12-15-17			5264	\$275.93		\$275.93
			5288	\$35.98		\$35.98
			5270	\$347.40		\$347.40
			5003	\$135.99		\$135.99
<div>AP VERIFIED 01/19/18 - MARIA ZERRUDO</div>						
Tax-exempt#:e99999			INVOICE TOTAL	\$795.30	\$0.00	\$795.30

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: **Fire Academy Graduation Ceremony Part 2**

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 1:45:13 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?: YesHow Many
Stations?: 2

Building: HEC

Room#: 1022

Payment Information

Payment Type: Department Account

Approval Email: chaudhrym24@cod.edu

Department
Account Number: 01-10-00181-5401002Policy
Acceptance: I Accept | pjd

Event Information

Guest Count: 80

Pick-up/ Delivery
Date: Friday, 12/15/2017Food Delivery
Time: 4:15 PM

Event Start Time: 4:30 PM

Food Clean-up
Time: 9:00 AM

FOOD

	Qty.	Price	Ext.
Cheese and Crackers			
Cheese and Crackers Platter. 50-100 people - each	1	\$135.99	\$135.99

Order Summary	Order Totals
Food	Sub Total \$135.99
\$135.99	Order Total \$135.99
	Balance Due \$135.99

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

Event Name: **I AM COD Meet and Greet 1/9/2018**

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

ORDER #5264

Tuesday, 1/9/2018

Ordered On: 12/20/2017

Last Modified: 1/11/2018 9:00:06 AM

Confirmed

Customer Information

First Name: TLC
Last Name: TLC
Department: Teaching and Learning Center
Email: tlc@cod.edu
Phone: 6309423805

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Laura Talbot
Contact Phone: x3805
How Many Tables Ordered for Food Service?: 2
Double Sided Tables?: No
How Many Stations?: 1
Building: HSC
Room#: Atrium

Payment Information

Payment Type: Department Account
Approval Email: coatesj73@cod.edu
Department Account Number: 01-10-00393-5509001
Policy Acceptance: I Accept | LT

Event Information

Guest Count: 70
Pick-up/ Delivery Date: Tuesday, 1/9/2018
Food Delivery Time: 2:00 PM
Event Start Time: 2:30 PM
Food Clean-up Time: 3:30 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon			
• 2 Regular and 1 Decaf	3	\$17.99	\$53.97
Water Service - Water (serves 16 per gallon) - per gallon	4	\$2.99	\$11.96

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.			
• Mini Cupcakes at \$20.00 a per dozen / 4 Dozen Chocolate, 3 Dozen Red Velvet, 3 Dozen White (10 Dozen Total = \$200.00) per Lynn Konicek.	10	\$20.00	\$200.00

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.			
• Linen (2 rectangle table cloth for the Registration Table.)	2	\$5.00	\$10.00

Order Summary			Order Totals	
Beverages	Other	Supplies	Sub Total	\$275.93
\$65.93	\$200.00	\$10.00	Order Total	\$275.93
			Balance Due	\$275.93

Special Instructions

The "I AM COD Meet and Greet" is for Tuesday, January 9th, 2:30 p.m. - 3:30 p.m. in HSC Atrium. Thank you for your help.

Order #5264

Event Name: **Office of the President Jan. 10 Lunch Meeting**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (830) 942-2555

ORDER #5288

Wednesday, 1/10/2018

Ordered On: 1/8/2018

Last Modified: 1/11/2018 9:07:41 AM

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 1
 Service?:

 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: 2

 Pick-up/ Delivery
 Date: Wednesday, 1/10/2018

 Food Delivery
 Time: 11:30 AM

Event Start Time: 12:00 PM

 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.			
• Quiche with a small side salad or fruit salad, dessert (Raspberry Bar or Cheesecake), Perrier and hot tea.	2	\$14.99	\$29.98

SERVICE ITEMS

	Qty.	Price	Ext.
China Service			
Add China to your event.			
• Full Serviceware - per person - Add \$3.00	2	\$3.00	\$6.00

Order Summary		Order Totals	
Other	Service Items	Sub Total	\$35.98
\$29.98	\$6.00	Order Total	\$35.98
		Balance Due	\$35.98

Special Instructions

Please note that order is for Wednesday, January 10.

Order #5288

Event Name: **Disability Awareness Round Table**

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

ORDER #5270

Wednesday, 1/10/2018

Ordered On: 12/21/2017

Last Modified: 12/21/2017 3:15:03 PM

Confirmed

Customer Information

First Name: Jeanette**Last Name:** Johnson**Department:** Access & Accommodations**Email:** johnsonj@cod.edu**Phone:** 630-942-4261

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Jeanette Johnson/Jackie Reuland**Contact Phone:** 2154 / 2567**How Many Tables****Ordered for Food** 2**Service?:****Double Sided** No
Tables?:**How Many** 2
Stations?:**Building:** SSC**Room#:** 2201

Payment Information

Payment Type: Department Account**Approval Email:** reuland@cod.edu**Department**
Account Number: 01-30-00469-5509001**Policy**
Acceptance: I Accept | JJ

Event Information

Guest Count: 30**Pick-up/ Delivery****Date:** Wednesday, 1/10/2018**Food Delivery****Time:** 11:30 AM**Event Start Time:** 10:00 AM**Food Clean-up****Time:** 3:00 PM

FOOD

	Qty.	Price	Ext.
Chili Bar			
<ul style="list-style-type: none"> • Rolls • Garden Salad • Vegetable or Meat Chili • Toppings • Lemonade or Raspberry Iced Tea • Choice of Dessert 	30	\$9.99	\$299.70
<ul style="list-style-type: none"> • Vegetable Chili • Raspberry Iced Tea • Cookies - (Specialty Buffet Dessert) • 1/2 Vegetable Chili & 1/2 Meat Chili, 1/2 Cookies/1/2 Brownies 			
Baked Potato	30	\$1.59	\$47.70

Order Summary

Food
\$347.40

Order Totals

Sub Total \$347.40
Order Total \$347.40
Balance Due \$347.40

Special Instructions

Order #5270