

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1184196  
Vendor Name: Yorke Printe Shoppe  
Invoice Number: 71070  
Invoice Date: 03/23/18  
PO Number: P0355856  
Check Number: 0235052  
Check Amount: \$ 1,490.43  
Check Date: 04/11/2018  
Department ID: 00757  
Reviewer Name:  
Voucher Number: V0501961  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Yorke Printe Shoppe, Inc.  
930 N. Lombard Road  
Lombard, IL 60148  
Phone: (630) 627-4960  
Fax: (630) 627-4965  
Email:

# INVOICE

**3 WAY MATCH**

College of DuPage  
Dave Virgilio  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6599

Invoice #	71070
Invoice Date	03/23/18
Date Shipped	
Ship Via	YPS Van
Salesperson	Joe DeForest
Terms	Net 30 Days
P.O. Number	355856
Job Number	268999

Quantity	Description	Unit Price	Amount
500	FINAN-17-26066 BOOKLET	1,465.4300	1,465.43
<i>Please note there will be a 3% processing fee added to all credit card payments.</i>		Subtotal	1,465.43
		Sales Tax	0.00
		Total Due	\$ 1,465.43

Customer Code : COLL2500

Invoice Number : 71070

Invoice Date : 03/23/2018

Invoice Amount : \$ 1,465.43

Amount Paid : \_\_\_\_\_

**Remit To:**

Yorke Printe Shoppe, Inc.  
930 N. Lombard Road  
Lombard, IL 60148

**Remitter:**

College of DuPage  
Dave Virgilio  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6599

-----  
From: marekr@cod.edu  
Sent: Fri Mar 23 13:59:23 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: FW: Yorke Printe Shoppe Invoice  
-----

Bobby Marek  
**Accounts Payable Team Leader**  
**Cash Disbursements/Payroll Department**  
**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2229 | marekr@cod.edu

**From:** Virgilio, David  
**Sent:** Friday, March 23, 2018 1:02 PM  
**To:** Marek, Robert <marekr@cod.edu>  
**Cc:** Greenbusch, Heather <greenbuschh@cod.edu>  
**Subject:** FW: FW: Yorke Printe Shoppe Invoice

Hi Bobby! Here's what we got back from Yorke Printe Shoppe... let me know what you need us to do! ☺

**David P. Virgilio, CPA**  
**Assistant Financial Controller | Financial Affairs**  
**College of DuPage**  
425 Fawell Blvd. | SRC 2130M | Glen Ellyn, IL 60137-6599 | USA  
phone 630.942.3028 | fax 630.942.2297 | virgiliod@cod.edu

*Want to learn more about our Chart of Accounts? Click Here*

**From:** Vosicky, Jim  
**Sent:** Friday, March 23, 2018 11:32 AM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Cc:** Jorgensen, Laurette <jorgensenl@cod.edu>  
**Subject:** FW: FW: Yorke Printe Shoppe Invoice

Dave,

Here are the new invoices.

Thanks,  
Jim

**Jim Vosicky | Coordinator, Marketing & Creative Services**  
**College of DuPage**  
**Office 630.942.2715 | fax 630.942.3737**  
**425 Fawell Blvd. | BIC1D04P | Glen Ellyn, IL 60137**  
vosickyj@cod.edu | cod.edu



**From:** Joe DeForest [mailto:joe@yorkeprinte.com]

**Sent:** Friday, March 23, 2018 11:26 AM

**To:** Vosicky, Jim <vosickyj@cod.edu>

**Cc:** Jorgensen, Laurette <jorgensenl@cod.edu>

**Subject:** Re: FW: Yorke Printe Shoppe Invoice

Hi Jim and Laurette,

Attached are the two invoices. Please let us know when we can expect payment for this January order.

Thank you

joe

////////////////////////////////////

Joe DeForest

Yorke Printe Shoppe

930 N Lombard Road

Lombard, IL 60148

T 630 627 4960

C 630 408 1005

joe@yorkeprinte.com

www.yorkeprinte.com

@yorkeprinte

On Thu, Mar 22, 2018 at 1:50 PM, Vosicky, Jim <vosickyj@cod.edu> wrote:

Joe,

Can you separate the \$25 alteration charge off on a new invoice and re-send both the original invoice and the new invoice with the \$25 charge.

This way they can pay both bills at the same time.

Also, please change the name on the bill to Dave Virgilio instead of Barb Wiesen.

Sorry for the inconvenience but this is the way we need to handle it.

Please call me with any questions.

Thanks,

Jim

**Jim Vosicky | Coordinator, Marketing & Creative Services**  
College of DuPage  
Office 630.942.2715 | fax 630.942.3737  
425 Fawell Blvd. | BIC1D04P | Glen Ellyn, IL 60137  
vosickyj@cod.edu | cod.edu



**From:** Virgilio, David  
**Sent:** Thursday, March 22, 2018 11:27 AM  
**To:** Vosicky, Jim <vosickyj@cod.edu>; Jorgensen, Laurette <jorgensenl@cod.edu>  
**Subject:** FW: Yorke Printe Shoppe Invoice

Hi Jim & Laurie,

Can you take a look at the email below from A/P regarding our bill for the PAFR printing? Would Bobby's suggestion make sense, and if so, would you be able to contact the vendor?

Please let me know when you have a chance, thanks!

**David P. Virgilio, CPA**  
Assistant Financial Controller | Financial Affairs  
College of DuPage  
425 Fawell Blvd. | SRC 2130M | Glen Ellyn, IL 60137-6599 | USA  
phone 630.942.3028 | fax 630.942.2297 | [virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)

*Want to learn more about our Chart of Accounts? [Click Here](#)*

**From:** Greenbusch, Heather  
**Sent:** Wednesday, March 21, 2018 10:02 AM  
**To:** Virgilio, David <virgiliiod@cod.edu>  
**Subject:** FW: Yorke Printe Shoppe Invoice

Dave,  
Here's the email we discussed regarding Yorke Printe Shoppe

**From:** Marek, Robert  
**Sent:** Wednesday, March 21, 2018 9:48 AM  
**To:** Greenbusch, Heather <greenbuschh@cod.edu>  
**Subject:** Yorke Printe Shoppe Invoice

Hi Heather,

I saw that you were the PO initiator for the attached invoice and wanted to ask you a quick question. It looks like the PO covered \$1,465.43 but did not account for a \$25.00 alterations charge. We'll have to short-pay the invoice by the \$25.00. Would you mind reaching out to the vendor to see if they can issue us a separate invoice for the \$25.00 (under a different invoice number)? Since that new invoice will be under \$500, we

invoice for the \$25.00 (under a different invoice number)? Since that new invoice will be under \$500, we can then just pay it using a GL account rather than having to do another requisition.

Thanks!

Bobby Marek

**Accounts Payable Team Leader**

**Cash Disbursements/Payroll Department**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2229 | [marekr@cod.edu](mailto:marekr@cod.edu)



**CHAPARRALS**

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1184196

Vendor Name: Yorke Printe Shoppe

Invoice Number: 268999

Invoice Date: 03/23/18

PO Number:

Check Number: 0235052

Check Amount: \$ 1,490.43

Check Date: 04/11/2018

Department ID: 00757

Reviewer Name:

Voucher Number: V0502034

Redaction Type: None

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

Document Below



# Yorke Printe Shoppe, Inc.

930 N. Lombard Road  
Lombard, IL 60148

Phone: (630) 627-4960

Fax: (630) 627-9335

Email:

**AP VERIFIED**  
**03/26/18**  
**ROBERT MAREK**

## INVOICE

Invoice #	268999
Invoice Date	03/23/18
Date Shipped	
Ship Via	YPS Van
Salesperson	Joe DeForest
Terms	Net 30 Days
P.O. Number	355856
Job Number	268999

College of DuPage  
Dave Virgilio  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6599

Quantity	Description	Unit Price	Amount
	ALTERATIONS ON FINAN-17-26066 BOOKLET	25.0000	25.00
Please note there will be a 3% processing fee added to all credit card payments.		Subtotal	25.00
		Sales Tax	0.00
		Total Due	\$ 25.00

Customer Code : COLL2500

Invoice Number : 268999

Invoice Date : 03/23/2018

Invoice Amount : \$ 25.00

Amount Paid : \_\_\_\_\_

Remit To:

Yorke Printe Shoppe, Inc.  
930 N. Lombard Road  
Lombard, IL 60148

Remitter:

College of DuPage  
Dave Virgilio  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6599

-----  
From: marekr@cod.edu  
Sent: Mon Mar 26 11:31:55 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: FW: Yorke Printe Shoppe Invoice  
-----

Bobby Marek  
**Accounts Payable Team Leader**  
**Cash Disbursements/Payroll Department**  
**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2229 | marekr@cod.edu

**From:** Virgilio, David  
**Sent:** Friday, March 23, 2018 2:13 PM  
**To:** Marek, Robert <marekr@cod.edu>  
**Cc:** Greenbusch, Heather <greenbuschh@cod.edu>  
**Subject:** RE: FW: Yorke Printe Shoppe Invoice

I approve!

Thanks!

**David P. Virgilio, CPA**  
**Assistant Financial Controller | Financial Affairs**  
**College of DuPage**  
425 Fawell Blvd. | SRC 2130M | Glen Ellyn, IL 60137-6599 | USA  
phone 630.942.3028 | fax 630.942.2297 | virgiliod@cod.edu

*Want to learn more about our Chart of Accounts? [Click Here](#)*

**From:** Marek, Robert  
**Sent:** Friday, March 23, 2018 1:59 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Cc:** Greenbusch, Heather <greenbuschh@cod.edu>  
**Subject:** RE: FW: Yorke Printe Shoppe Invoice

Hi Dave,

Can you please reply with your approval to pay both invoices?

Invoice 268999 for \$25.00  
Invoice 71070 for \$1,465.43

Unless you specify otherwise, I will go ahead and charge the \$25.00 to 01-80-00757-5402001, which is the account used in the PO for the \$1,465.43 invoice.

Thanks!

Bobby Marek  
**Accounts Payable Team Leader**  
**Cash Disbursements/Payroll Department**  
**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2229 | [marekr@cod.edu](mailto:marekr@cod.edu)

**From:** Virgilio, David  
**Sent:** Friday, March 23, 2018 1:02 PM  
**To:** Marek, Robert <[marekr@cod.edu](mailto:marekr@cod.edu)>  
**Cc:** Greenbusch, Heather <[greenbuschh@cod.edu](mailto:greenbuschh@cod.edu)>  
**Subject:** FW: FW: Yorke Printe Shoppe Invoice

Hi Bobby! Here's what we got back from Yorke Printe Shoppe... let me know what you need us to do! ☺

**David P. Virgilio, CPA**  
**Assistant Financial Controller | Financial Affairs**  
**College of DuPage**  
425 Fawell Blvd. | SRC 2130M | Glen Ellyn, IL 60137-6599 | USA  
phone 630.942.3028 | fax 630.942.2297 | [virgiliod@cod.edu](mailto:virgiliod@cod.edu)

*Want to learn more about our Chart of Accounts?* [Click Here](#)

**From:** Vosicky, Jim  
**Sent:** Friday, March 23, 2018 11:32 AM  
**To:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>  
**Cc:** Jorgensen, Laurette <[jorgensenl@cod.edu](mailto:jorgensenl@cod.edu)>  
**Subject:** FW: FW: Yorke Printe Shoppe Invoice

Dave,

Here are the new invoices.

Thanks,  
Jim

**Jim Vosicky | Coordinator, Marketing & Creative Services**  
**College of DuPage**  
**Office 630.942.2715 | fax 630.942.3737**  
**425 Fawell Blvd. | BIC1D04P | Glen Ellyn, IL 60137**  
[vosickyj@cod.edu](mailto:vosickyj@cod.edu) | [cod.edu](http://cod.edu)



**From:** Joe DeForest [<mailto:joe@yorkeprinte.com>]  
**Sent:** Friday, March 23, 2018 11:26 AM  
**To:** Vosicky, Jim <[vosickyj@cod.edu](mailto:vosickyj@cod.edu)>

**To:** Vosicky, Jim <vosickyj@cod.edu>  
**Cc:** Jorgensen, Laurette <jorgensenl@cod.edu>  
**Subject:** Re: FW: Yorke Printe Shoppe Invoice

Hi Jim and Laurette,

Attached are the two invoices. Please let us know when we can expect payment for this January order.

Thank you  
joe

////////////////////////////////////

Joe DeForest

Yorke Printe Shoppe  
930 N Lombard Road  
Lombard, IL 60148

T 630 627 4960  
C 630 408 1005

joe@yorkeprinte.com  
www.yorkeprinte.com  
@yorkeprinte

On Thu, Mar 22, 2018 at 1:50 PM, Vosicky, Jim <vosickyj@cod.edu> wrote:

Joe,

Can you separate the \$25 alteration charge off on a new invoice and re-send both the original invoice and the new invoice with the \$25 charge.

This way they can pay both bills at the same time.

Also, please change the name on the bill to Dave Virgilio instead of Barb Wiesen.

Sorry for the inconvenience but this is the way we need to handle it.

Please call me with any questions.

Thanks,  
Jim

**Jim Vosicky | Coordinator, Marketing & Creative Services**  
College of DuPage  
Office 630.942.2715 | fax 630.942.3737  
425 Fawell Blvd. | BIC1D04P | Glen Ellyn, IL 60137  
vosickyj@cod.edu | cod.edu





**From:** Virgilio, David  
**Sent:** Thursday, March 22, 2018 11:27 AM  
**To:** Vosicky, Jim <vosickyj@cod.edu>; Jorgensen, Laurette <jorgensenl@cod.edu>  
**Subject:** FW: Yorke Printe Shoppe Invoice

Hi Jim & Laurie,

Can you take a look at the email below from A/P regarding our bill for the PAFR printing? Would Bobby's suggestion make sense, and if so, would you be able to contact the vendor?

Please let me know when you have a chance, thanks!

**David P. Virgilio, CPA**  
**Assistant Financial Controller | Financial Affairs**  
**College of DuPage**  
425 Fawell Blvd. | SRC 2130M | Glen Ellyn, IL 60137-6599 | USA  
phone 630.942.3028 | fax 630.942.2297 | [virgiliod@cod.edu](mailto:virgiliod@cod.edu)

*Want to learn more about our Chart of Accounts?* [Click Here](#)

**From:** Greenbusch, Heather  
**Sent:** Wednesday, March 21, 2018 10:02 AM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** FW: Yorke Printe Shoppe Invoice

Dave,  
Here's the email we discussed regarding Yorke Printe Shoppe

**From:** Marek, Robert  
**Sent:** Wednesday, March 21, 2018 9:48 AM  
**To:** Greenbusch, Heather <greenbuschh@cod.edu>  
**Subject:** Yorke Printe Shoppe Invoice

Hi Heather,

I saw that you were the PO initiator for the attached invoice and wanted to ask you a quick question. It looks like the PO covered \$1,465.43 but did not account for a \$25.00 alterations charge. We'll have to short-pay the invoice by the \$25.00. Would you mind reaching out to the vendor to see if they can issue us a separate invoice for the \$25.00 (under a different invoice number)? Since that new invoice will be under \$500, we can then just pay it using a GL account rather than having to do another requisition.

Thanks!

Bobby Marek  
**Accounts Payable Team Leader**  
**Cash Disbursements/Payroll Department**  
**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2229 | [marekr@cod.edu](mailto:marekr@cod.edu)



**CHAPARRALS**