

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236646

Invoice Date: 02/12/18

PO Number:

Check Number: 0235135

Check Amount: \$ 3,352.25

Check Date: 04/13/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0509032

Redaction Type: None

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

Document Below

SODEXO, INC & AFFILIATES

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

VN 1239587

INVOICE

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

V0509032

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
Net 30	100022720	12096001	02/12/2018	236646
DESCRIPTION	CUSTOMER REF	AMOUNT	SALES TAX	TOTAL
013000465501001 Veteran Mentor / ROTC	5357	\$129.53		\$129.53✓
013000795509001 Biometrics Screening Day 2	5360	\$181.20		\$181.20✓
109999322900099 Codec Meeting	5396	\$8.97		\$8.97✓
013000475501001 2018 Sp Svc Learning Fair Lunch	5343	\$637.80		\$637.80✓
0130004455309001 African American Read-In	5344	\$112.89		\$112.89✓
013000475501001 2018 Service Learning Fair	5342	\$137.13		\$137.13✓
013000795509001 Biometrics Screening Day 1	5359	\$219.00		\$219.00✓
109999372900099 Human Services Network Club Pizz	5390	\$39.96		\$39.96✓
0130002785501001 SLC	5375	\$49.95		\$49.95✓
0130002785501001 PTK Ice Cream Social	5373	\$119.60		\$119.60✓
0130004025501001 APC Meeting	5353	\$264.79		\$264.79✓
013000445501001 Studen Ambassador Meeting	5385	\$190.89		\$190.89✓
0130004455905002 2018 Black History Month Ceremony	5335	\$804.93		\$804.93✓
0130012785501001 AEP Feb. Open Mic	5368	\$389.26		\$389.26✓
013000465501001 Northwestern Medical	5358	\$66.35		\$66.35✓
Tax-exempt#:e99999		INVOICE TOTAL	\$3,352.25	\$0.00
				\$3,352.25

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.

AP VERIFIED

04/12/18 10:00 AM

Event Name: **AEP, Feb. Open Mic**

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

ORDER #5368

Monday, 2/5/2018

Ordered On: 1/29/2018

Last Modified: 1/29/2018 3:22:53 PM

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 Service?:
Double Sided Tables?: No
How Many Stations?: 1
Building: SSC
Room#: 1200

Payment Information

Payment Type : Department Account
Approval Email: steelec@cod.edu ✓
Department Account Number: 01-30-12781-5501001
Policy Acceptance: I Accept | NP

Event Information

Guest Count: 50
Pick-up/ Delivery Date: Monday, 2/5/2018
Food Delivery Time: 10:45 AM
Event Start Time: 11:00 AM
Food Clean-up Time: 1:00 PM

BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	8	\$2.99	\$23.92
Raspberry Iced Tea - per gallon	6	\$12.59	\$75.54

FOOD

	Qty.	Price	Ext.
Cheese Pizza - per pizza	10	\$13.99	\$139.90
Pepperoni Pizza - per pizza	10	\$14.99	\$149.90

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$389.26
\$99.46	\$289.80	Order Total	\$389.26
		Balance Due	\$389.26

Special Instructions

This order is for 2/5!! Late entry order approved by Lynn.

Order #5368

Event Name: **2018 Black History Month Opening Ceremony**

Flavours by Sodexo at The College of
DuPage
425 Fawcett Blvd, SRC Cafeteria Ginn Elynn IL 60137
(630) 942-2555

ORDER #5335

Monday, 2/5/2018

Ordered On: 1/19/2018

Last Modified: 2/2/2018 12:47:19 PM

Confirmed

Customer Information

First Name: david
Last Name: swope
Department: Student Diversity
Email: swoped28@cod.edu
Phone: 630.942.2565

Payment Information

Payment Type : Department Account
Approval Email: swoped28@cod.edu
Department
Account Number: 01-30-00446-5905002
Policy
Acceptance: I Accept | DAS

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: david swope
Contact Phone: 630.942.2565
How Many Tables
Ordered for Food 2
Service?:
Double Sided
Tables?: No
How Many
Stations?: 2
Building: SSC
Room#: Atrium

Event Information

Guest Count: 80
Pick-up/ Delivery
Date: Monday, 2/5/2018
Food Delivery
Time: 11:15 AM
Event Start Time: 12:00 PM
Food Clean-up
Time: 2:00 PM

BEVERAGES

	Qty.	Price	Ext.
Hot Cider - per gallon	3	\$11.99	\$35.97
Lemonade - per gallon	5	\$12.59	\$62.95
Water Service - Water (serves 16 per gallon) - per gallon	3	\$2.99	\$8.97

FOOD

	Qty.	Price	Ext.
Mini Assorted Sandwiches			
Mini Assorted Sandwiches.	13	\$27.99	\$363.87
Cold Displays - Fresh Fruit Tray, 50-100 people - each	1	\$115.99	\$115.99
Individual Bags of Potato Chips - each	75	\$1.59	\$119.25
Large Cookies - per dozen	7	\$13.99	\$97.93

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$804.93
\$107.89	\$697.04	Order Total	\$804.93
		Balance Due	\$804.93

Special Instructions

Order #5335

Event Name: **Student Ambassador Meeting**

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

ORDER #5385

Tuesday, 2/6/2018

Ordered On: 2/2/2018

Last Modified: 2/2/2018 11:06:09 AM

Confirmation Pending

Customer Information

First Name: Tracey
Last Name: Dulceak
Department: Admissions & Outreach
Email: dulceakt@cod.edu
Phone: 630-942-2093

Payment Information

Payment Type : Department Account
Approval Email: mcclaint57@cod.edu
Department
Account Number: 01-30-00445-5501001
Policy
Acceptance: I Accept | td

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Tracey Dulceak
Contact Phone: 2093
How Many Tables
Ordered for Food 2
Service?:
Double Sided
Tables?: No
How Many
Stations?: 1
Building: SSC
Room#: 2201

Event Information

Guest Count: 30
Pick-up/ Delivery
Date: Tuesday, 2/6/2018
Food Delivery
Time: 10:15 AM
Event Start Time: 10:30 AM
Food Clean-up
Time: 1:00 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	2	\$19.99	\$39.98
Lemonade - per gallon	2	\$12.59	\$25.18
Raspberry Iced Tea - per gallon	1	\$12.59	\$12.59

FOOD

	Qty.	Price	Ext.
Donut Holes - per dozen • Bagels cut in half please	3	\$4.29	\$12.87
Einstein's Assorted Bagels - per dozen • Bagels cut in half please	2	\$19.99	\$39.98
Mini Muffins - per dozen • Bagels cut in half please	3	\$5.99	\$17.97
Mini Cream Puffs - per dozen	4	\$5.29	\$21.16
Mini Eclairs - per dozen	4	\$5.29	\$21.16

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$190.89
\$77.75	\$113.14	Order Total	\$190.89
		Balance Due	\$190.89

Special Instructions

Would it be possible for us to please have this order for Tuesday, February 6th?

Order #5385

Event Name: **APC Meeting**

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

ORDER #5353

Tuesday, 2/6/2018

Ordered On: 1/26/2018

Last Modified: 1/29/2018 9:25:06 AM

Confirmation Pending

Customer Information

First Name: Ashley
Last Name: McLaughlin
Department: Adult Education
Email: mclaughl@cod.edu
Phone: 630-942-2209

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Ashley McLaughlin
Contact Phone: 2209
How Many Tables Ordered for Food Service?: 1
Double Sided Tables?: No
How Many Stations?: 1
Building: BIC
Room#: 2465

Payment Information

Payment Type : Department Account
Approval Email: deasyd@cod.edu
Department Account Number: 01-10-14025-5501001
Policy Acceptance: I Accept | am

Event Information

Guest Count: 35
Pick-up/ Delivery Date: Tuesday, 2/6/2018
Food Delivery Time: 12:45 PM
Event Start Time: 1:00 PM
Food Clean-up Time: 3:45 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	2	\$19.99	\$39.98
Lemonade - per gallon	2	\$12.59	\$25.18

FOOD

	Qty.	Price	Ext.
Fresh Baked Brownies (Fudge and M&M`s) - per dozen	3	\$15.99	\$47.97
Mini Cream Puffs - per dozen	3	\$5.29	\$15.87
Mini Eclairs - per dozen	3	\$5.29	\$15.87

OTHER

	Qty.	Price	Ext.
Custom Item 4 dozen hot pretzels with honey mustard , cheese and cinnamon sugar	48	\$2.29	\$109.92

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.	2	\$5.00	\$10.00

Order Summary

Order Totals

Beverages	Food	Other	Supplies	Sub Total	\$264.79
\$65.16	\$79.71	\$109.92	\$10.00	Order Total	\$264.79
				Balance Due	\$264.79

Special Instructions

THANKS!!! I might be adding Warm pretzels to the order but wanted to get this in quickly. ;-)

Order #5353

Event Name: **PTK Ice Cream Social**

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

ORDER #5373

Tuesday, 2/6/2018

Ordered On: 1/30/2018

Last Modified: 2/12/2018 2:01:51 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, 2/6/2018

Earliest Pick-Up Time: 12:45 PM

Latest Pick-Up Time: 1:00 PM

Payment Information

Payment Type : Department Account

Approval Email: steelec@cod.edu

Department Account Number: 01-30-12781-5501001

Policy Acceptance: I Accept | NP

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.			
• 40 "club ice cream sundaes"	40	\$2.99	\$119.60

Order Summary	Order Totals
Other	Sub Total \$119.60
\$119.60	Order Total \$119.60
	Balance Due \$119.60

Special Instructions

Emailed Lynn, asking for late entry approval. This is actually for 2/6 pick-up!

Order #5373

Event Name: **Human Services Network Club Pizza**

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

ORDER #5390

Tuesday, 2/6/2018
Ordered On: 2/2/2018
Last Modified: 2/2/2018 3:37:57 PM

Confirmed

Customer Information

First Name: Nicole
Last Name: Plumtree
Department: Student Life
Email: plumtree@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, 2/6/2018
Earliest Pick-Up Time: 1:45 PM
Latest Pick-Up Time: 2:00 PM

Payment Information

Payment Type : Department Account ✓
Approval Email: steelec@cod.edu
Department: 10-99-99379-2900099
Account Number: _____
Policy Acceptance: I Accept | NP

FOOD

	Qty.	Price	Ext.
Student Pizza Cost (for Student Club Pickups) - per pizza			
• 1 cheese 1 pepperoni 1 sausage 1 veggie	4	\$9.99	\$39.96

Order Summary	Order Totals	
Food	Sub Total	\$39.96
\$39.96	Order Total	\$39.96
	Balance Due	\$39.96

Special Instructions

Approved via Lynn- This order is actually for 2/6!!!

Order #5390

Event Name: **SLC**

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

ORDER #5375

Tuesday, 2/6/2018

Ordered On: 1/30/2018

Last Modified: 1/31/2018 9:56:41 AM

Confirmed

Customer Information

First Name: Nicole**Last Name:** Plumtree**Department:** Student Life**Email:** plumtree@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, 2/6/2018**Earliest Pick-Up Time:** 1:45 PM**Latest Pick-Up Time:** 2:00 PM

Payment Information

Payment Type : Department Account**Approval Email:** steelec@cod.edu**Department Account Number:** 01-30-12781-5501001**Policy Acceptance:** I Accept | NP

FOOD

	Qty.	Price	Ext.
Student Pizza Cost (for Student Club Pickups) - per pizza	5	\$9.99	\$49.95
• 5 boxes of pizza. Two boxes of cheese, one Veggie, one pepperoni, one sausage.			

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

Special Instructions

Spoke with Sharon -- This is another late entry order. Will email lynn with order number to change. This pick-up is for 2/6!

Order #5375

Event Name: **Biometrics Screening - Day 1**

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

ORDER #5359

Wednesday, 2/7/2018

Ordered On: 1/26/2018

Last Modified: 2/2/2018 1:09:03 PM



Customer Information

First Name: Beryl
Last Name: Mosley
Department: Human Resources
Email: mosleyb@cod.edu
Phone: 630-942-3957

Delivery / Pickup
Information

Method: On Campus Delivery
Event Contact: Beryl Mosley
Contact Phone: 630-942-9357
**How Many
Tables Ordered
for Food
Service?:** 1
**Double Sided
Tables?:** No
**How Many
Stations?:** 1
Building: SRC
Room#: 2000G

Payment Information

**Payment
Type:** Department Account ✓
**Approval
Email:** sands-vankerkl@cod.edu
**Department
Account
Number:** 01-80-00797-5509001
**Policy
Acceptance:** I Accept | BM

Event Information

Guest Count: 100
**Pick-up/
Delivery Date:** Wednesday, 2/7/2018
**Food Delivery
Time:** 6:30 AM
**Event Start
Time:** 7:00 AM
**Food Clean-up
Time:** 11:30 AM

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. • Per our email conversation, Nature Valley Granola Bars, orange juice and 12oz. bottle water for 100 guest. Delivery time, 6:30AM. This is day 1 of a 4 day event.	100	\$1.89	\$189.00
Add A Server Add a server.	1	\$30.00	\$30.00

Order Summary	Order Totals
Other	Sub Total \$219.00
\$219.00	Order Total \$219.00
	Balance Due \$219.00

Special Instructions

Delivery time, 6:30AM. This is day 1 of a 4 day event.

Order #5359

Event Name: **2018 Service Learning Fair**

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

ORDER #5342
Wednesday, 2/7/2018
Ordered On: 1/24/2018
Last Modified: 1/25/2018 11:22:25 AM
 Confirmed

Customer Information

First Name: Mary
Last Name: Zelasco
Department: Career Services
Email: zelasco@cod.edu
Phone: 630-942-2231

Payment Information

Payment Type : Department Account
Approval Email: gustis@cod.edu
Department
Account Number: 01-30-00473-5501001
Policy
Acceptance: I Accept | mz

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Mary Zelasco
Contact Phone: 630-942-2231
How Many Tables
Ordered for Food 1
Service?:
Double Sided No
Tables?:
How Many 1
Stations?:
Building: SSC
Room#: 2201

Event Information

Guest Count: 31
Pick-up/ Delivery
Date: Wednesday, 2/7/2018
Food Delivery 8:30 AM
Time:
Event Start Time: 9:00 AM
Food Clean-up
Time: 10:30 AM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon	2	\$19.99	\$39.98

FOOD

	Qty.	Price	Ext.
Assorted Breakfast Breads - per dozen	2	\$23.59	\$47.18
Assorted Mini Danish - per dozen	1	\$13.29	\$13.29
Einstein's Assorted Bagels - per dozen	1	\$19.99	\$19.99
Individual Assorted Yogurts - each	6	\$1.79	\$10.74
Whole Fruit - each	5	\$1.19	\$5.95

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$137.13
\$39.98	\$97.15	Order Total	\$137.13
		Balance Due	\$137.13

Special Instructions

Order #5342

Event Name: **African American Read-In**

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

ORDER #5344
Wednesday, 2/7/2018
Ordered On: 1/24/2018
Last Modified: 1/24/2018 4:01:50 PM
 Confirmed

Customer Information

First Name: david
Last Name: swope
Department: Student Diversity
Email: swoped28@cod.edu
Phone: 630.942.2565

Payment Information

Payment Type : Department Account
Approval Email: swoped28@cod.edu
Department
Account Number: 01-30-00446-5309001
Policy
Acceptance: I Accept | DAS

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: david swope
Contact Phone: 630.942.2565
How Many Tables
Ordered for Food 2
Service?:
Double Sided No
Tables?:
How Many 1
Stations?:
Building: SRC Library
Room#: 3100

Event Information

Guest Count: 50
Pick-up/ Delivery
Date: Wednesday, 2/7/2018
Food Delivery
Time: 9:30 AM
Event Start Time: 10:00 AM
Food Clean-up
Time: 2:30 PM

BEVERAGES

	Qty.	Price	Ext.
Hot Cider - per gallon	4	\$11.99	\$47.96
Water Service - Water (serves 16 per gallon) - per gallon	3	\$2.99	\$8.97

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	4	\$13.99	\$55.96

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$112.89
\$56.93	\$55.96	Order Total	\$112.89
		Balance Due	\$112.89

Special Instructions

This is for the African American Read-In

Order #5344

Event Name: **2018 Spring Service Learning Fair lunch**

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

ORDER #5343
Wednesday, 2/7/2018
Ordered On: 1/24/2018
Last Modified: 1/25/2018 11:22:52 AM
Confirmed

Customer Information

First Name: Mary
Last Name: Zelasco
Department: Career Services
Email: zelasco@cod.edu
Phone: 630-942-2231

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Mary Zelasco
Contact Phone: 630-942-2231
How Many Tables Ordered for Food Service?: 1
Double Sided Tables?: No
How Many Stations?: 1
Building: SSC
Room#: 2201

Payment Information

Payment Type : Department Account
Approval Email: gustis@cod.edu
Department Account Number: 01-30-00473-5501001
Policy Acceptance: I Accept | mz

Event Information

Guest Count: 54
Pick-up/ Delivery Date: Wednesday, 2/7/2018
Food Delivery Time: 11:00 AM
Event Start Time: 11:30 AM
Food Clean-up Time: 1:30 PM

FOOD

	Qty.	Price	Ext.
Subway Box Lunches Subway Box Lunch includes your choice of 6-inch Sandwich served with Bag of Chips, Fruit, Cookie and Bottle of Water. • (15) Vegetable Box Lunch	15	\$9.79	\$146.85
Greek Salad Crisp Mixed Greens, Roasted Red Pepper, Crumbled Feta Cheese, Cucumbers and Olives. Served with a Crusty Roll and Butter, Cookie or Brownie and a Soft Drink, Regular or Diet, or Bottled Water. • Substitute Fruit Cup - Add \$1.79 • Bottled Water • Hi, Please make gluten free.	5	\$10.08	\$50.40
Subway Box Lunches Subway Box Lunch includes your choice of 6-inch Sandwich served with Bag of Chips, Fruit, Cookie and Bottle of Water. • (25) Turkey Box Lunch • (20) Ham Box Lunch	45	\$9.79	\$440.55

Order Summary	Order Totals
Food	Sub Total \$637.80
\$637.80	Order Total \$637.80
	Balance Due \$637.80

Special Instructions

Order #5343

Event Name: **Codec meeting**

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

ORDER #5396

Wednesday, 2/7/2018

Ordered On: 2/7/2018

Last Modified: 2/7/2018 5:07:59 PM



Confirmed

Customer
Information**First Name:** Nicole**Last Name:** Plumtree**Department:** Student Life**Email:** plumtreen@cod.edu**Phone:** 6309422644Delivery / Pickup
Information**Method:** Pick-up**Event Contact:** Nicole Plumtree**Contact Phone:** x2644Payment
Information**Payment Type:** Department Account**Approval Email:** steelec@cod.edu ✓**Department Account Number:** 10-99-99328-2900099**Policy Acceptance:** I Accept | NP

Event Information

Guest Count: 40**Pick-up/Delivery Date:** Wednesday, 2/7/2018**Earliest Pick-Up Time:** 2:30 PM**Latest Pick-Up Time:** 2:45 PM

BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	3	\$2.99	\$8.97

Order Summary	Order Totals	
Beverages	Sub Total	\$8.97
\$8.97	Order Total	\$8.97
	Balance Due	\$8.97

Special Instructions

Approved via Lynn after speaking with club advisor Peter - this order is for TODAY!!

Order #5396

Event Name: **Biometrics Screening - Day 2**

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

ORDER #5360

Thursday, 2/8/2018

Ordered On: 1/26/2018

Last Modified: 2/2/2018 1:09:17 PM

Confirmed

Customer Information

First Name: Beryl
Last Name: Mosley
Department: Human Resources
Email: mosleyb@cod.edu
Phone: 630-942-3957

Delivery / Pickup
Information**Method:** On Campus Delivery

Event Contact: Beryl Mosley
Contact Phone: 630-942-3957

**How Many
Tables Ordered
for Food
Service?:** 1

**Double Sided
Tables?:** No

**How Many
Stations?:** 1

Building: SRC
Room#: 1144

Payment Information

**Payment
Type:** Department Account

**Approval
Email:** sands-vankerk@cod.edu ✓

**Department
Account
Number:** 01-80-00797-5509001

**Policy
Acceptance:** I Accept | BM

Event Information

Guest Count: 80

**Pick-up/
Delivery Date:** Thursday, 2/8/2018

**Food Delivery
Time:** 6:30 AM

**Event Start
Time:** 7:00 AM

**Food Clean-up
Time:** 11:30 AM

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. • Per our email conversation, Nature Valley Granola Bars, orange juice and 12oz. bottle water for 100 guest. Delivery time, 6:30AM. This is day 2 of a 4 day event.	80	\$1.89	\$151.20
Add A Server Add a server.	1	\$30.00	\$30.00

Order Summary	Order Totals
Other \$181.20	Sub Total \$181.20
	Order Total \$181.20
	Balance Due \$181.20

Special Instructions

Delivery time 6:30AM This is day 2 of a 4 day event.

Order #5360

Event Name: **Veteran Mentor / ROTC**

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

ORDER #5357

Thursday, 2/8/2018

Ordered On: 1/26/2018

Last Modified: 1/26/2018 3:05:45 PM

Confirmed

Customer Information

First Name: James

Last Name: Fisher

Department: Veterans Services

Email: fisherj2438@cod.edu

Phone: 630-942-4526

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: James Fisher

Contact Phone: 6309424526

How Many Tables

Ordered for Food 1

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 2

Building: Student Services Center

Room#: 3260

Payment Information

Payment Type : Department Account

Approval Email: alferrezj@cod.edu

Department 01-30-00463-5501001

Account Number:

Policy
Acceptance: I Accept | JLF

Event Information

Guest Count: 30

Pick-up/ Delivery
Date: Thursday, 2/8/2018Food Delivery
Time: ~~8:30 AM~~ 1030

Event Start Time: 9:00 AM 1100

Food Clean-up
Time: 2:00 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee - per gallon			
• This order will cover two (2) events on the 8th of February. One event is from 9-11am and the second event is from 12-1pm/ The refill of the Coffee will need to occur at 1115-1130	2	\$19.99	\$39.98
Water Service - Water (serves 16 per gallon) - per gallon	1	\$2.99	\$2.99
Water Service - Water with Fruit, Lemon, Limes (serves 16 per gallon) - per gallon	1	\$4.99	\$4.99
Assorted Bottled Soft Drinks (Regular and Diet) - each	30	\$2.19	\$65.70

FOOD

	Qty.	Price	Ext.
Eclairs - per dozen	1	\$5.29	\$5.29
Mini Cream Puffs - per dozen	1	\$5.29	\$5.29
Mini Eclairs - per dozen	1	\$5.29	\$5.29

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$129.53
\$113.66	\$15.87	Order Total	\$129.53
		Balance Due	\$129.53

Special Instructions

Order #5357

Event Name: **Northwestern Medical**

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

ORDER #5358

Thursday, 2/8/2018

Ordered On: 1/26/2018

Last Modified: 1/26/2018 3:09:27 PM

Confirmed

Customer Information

First Name: James

Last Name: Fisher

Department: Veterans Services

Email: fisherj2438@cod.edu

Phone: 630-942-4526

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: James Fisher

Contact Phone: 6309424526

How Many Tables

Ordered for Food 2

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 2

Building: Student Services Center

Room#: 2201

Payment Information

Payment Type : Department Account

Approval Email: alferezj@cod.edu

Department

Account Number: 01-30-00463-5501001Policy
Acceptance: I Accept | JLF

Event Information

Guest Count: 20

Pick-up/ Delivery
Date: Thursday, 2/8/2018Food Delivery
Time: 3:30 PM

Event Start Time: 4:00 PM

Food Clean-up
Time: 5:30 PM

BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	1	\$2.99	\$2.99
Water Service - Water with Fruit, Lemon, Limes (serves 16 per gallon) - per gallon	1	\$4.99	\$4.99
Assorted Bottled Soft Drinks (Regular and Diet) - each	20	\$2.19	\$43.80

FOOD

	Qty.	Price	Ext.
Mini Cookies - per dozen	1	\$3.99	\$3.99
Mini Cream Puffs - per dozen	1	\$5.29	\$5.29
Mini Eclairs - per dozen	1	\$5.29	\$5.29

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$66.35
\$51.78	\$14.57	Order Total	\$66.35
		Balance Due	\$66.35

Special Instructions

Order #5358

From: marekr@cod.edu
Sent: Thu Apr 12 11:28:28 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

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
-----Original Message----- From: marekr@cod.edu Sent: Thursday, April 12, 2018 11:26 AM To: Marek, Robert 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: SRC-3 Device Name: Printer-266

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