

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236663

Invoice Date: 04/09/18

PO Number:

Check Number: 0235235

Check Amount: \$ 9,942.44

Check Date: 04/26/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0509741

Redaction Type: None

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

Document Below

SODEXO, INC & AFFILIATES

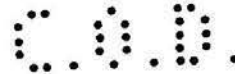
BILL TO: College of DuPage
425 Fawell
Glen Ellyn, IL, I

AP VERIFIED
04/24/18 - ROBERT MAREK

V0509741 **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 | 04/09/2018 | 236663 |
| DESCRIPTION | CUSTOMER REF. | AMOUNT | SALES TAX | TOTAL |
| 0180007815501001 Gretchen Schmidt Campus Visit 6/5 | 5593 | \$127.08 | | \$127.08 ✓ |
| 0110003775309001 HSC 1235Renovation Celebration AM | 5566 | \$333.71 | | \$333.71 ✓ |
| 0130127815501001 AEP April Open Mic | 5479 | \$414.44 | | \$414.44 ✓ |
| 0130129315501001 April Club Lunch | 5602 | \$1,313.06 | | \$1,313.06 ✓ |
| 0110003775309001 HSC1235 Renovation Celebration PM | 5567 | \$325.51 | | \$325.51 ✓ |
| 0610026385309001 1.d.1 Career Internshp Fair-Setup | 5557 | \$430.00 | | \$430.00 ✓ |
| 0180007935501001 Honors Open House | 5500 | \$356.35 | | \$356.35 ✓ |
| 0180007855501001 Presidents Spring Art Reception | 5592 | \$1,100.73 | | \$1,100.73 ✓ |
| 0563530015501001 Engaging Employees Plus Morning | 5571 | \$227.70 | | \$227.70 ✓ |
| 0610026385309001 Perkins 1.d.1 Career Svc Internsh | 5555 | \$3,597.75 | | \$3,597.75 ✓ |
| 0563530015501001 Enhgaging Employees Plus PM Wk 63001 | 5584 | \$141.78 | | \$141.78 ✓ |
| 0120004295501001 DEHTY Advisory Committee Mtg | 5442 | \$99.60 | | \$99.60 ✓ |
| 0120004295501001 PHTYA Advisory Committee Mtg | 5612 | \$143.45 | | \$143.45 ✓ |
| 0110150655502001 Elmhurst College Visit - coffee | 5610 | \$22.98 | | \$22.98 ✓ |
| 0110150655502001 Elmhurst College Visit - lunch | 5614 | \$95.07 | | \$95.07 ✓ |
| 0120004415501001 New Faculty Institiute | 5447 | \$13.99 | | \$13.99 ✓ |
| 0130004695509001 Knowledge for College | 5504 | \$119.50 | | \$119.50 ✓ |
| 0610026385309001 Perkins 1.d.1 Career Intshp Bevg | 5556 | \$374.71 | | \$374.71 ✓ |
| 0562520085501001 Continuing Ed Youth Open House | 5429 | \$705.03 | | \$705.03 ✓ |
| Tax-exempt#:e99999 | | INVOICE TOTAL | \$9,942.44 | \$0.00 |
| | | | | \$9,942.44 |

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: **Continuing Education Youth Open House**

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

ORDER #5429

Saturday, 3/3/2018

Ordered On: 2/16/2018

Last Modified: 4/2/2018 12:50:58 PM

Confirmed

Customer Information

First Name: Jenna

Last Name: Polly

Department: Continuing Education

Email: pollyj@cod.edu

Phone: 630-942-3076

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Jenna Polly

Contact Phone: 630-942-3076

How Many Tables

Ordered for Food 2

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: SRC

Room#: 1140

Payment Information

Payment Type: Department Account ✓

Approval Email: cassidyj1180@cod.edu

Department
Account Number: 05-62-62008-5501001Policy
Acceptance: I Accept | JP

Event Information

Guest Count: 150

Pick-up/ Delivery
Date: Saturday, 3/3/2018Food Delivery
Time: 9:30 AM

Event Start Time: 10:00 AM

Food Clean-up
Time: 12:15 PM

BEVERAGES

| | Qty. | Price | Ext. |
|---|------|---------|----------|
| Lemonade - per gallon | 5 | \$12.59 | \$62.95 |
| Water Service - Water (serves 16 per gallon) - per gallon | 10 | \$2.99 | \$29.90 |
| Coffee - per gallon | 10 | \$19.99 | \$199.90 |

FOOD

| | Qty. | Price | Ext. |
|--|------|---------|----------|
| Mini Cookies - per dozen • No nuts please | 15 | \$3.99 | \$59.85 |
| Skewered Fruit - per dozen | 9 | \$12.99 | \$116.91 |
| Mini Muffins - per dozen | 2 | \$5.99 | \$11.98 |
| Mini Scones - per dozen | 2 | \$13.29 | \$26.58 |

OTHER

| | Qty. | Price | Ext. |
|-------------------------------|------|---------|----------|
| Add A Server Add a server. | 4 | \$30.00 | \$120.00 |
| Custom Item | 4 | \$7.99 | \$31.96 |

4/24/2018

4 dozen donut holes

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.

9 \$5.00 \$45.00

| Order Summary | | | | Order Totals | |
|---------------|----------|----------|----------|--------------|----------|
| Beverages | Food | Other | Supplies | Sub Total | \$705.03 |
| \$292.75 | \$215.32 | \$151.96 | \$45.00 | Order Total | \$705.03 |
| | | | | Balance Due | \$705.03 |

Special Instructions

The event is on SATURDAY, March 3rd, but the calendar would not let me select this.

Order #5429

Event Name: **HSC 1235 Renovation Celebration (am)**

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

ORDER #5566

Monday, 4/2/2018

Ordered On: 3/20/2018

Last Modified: 3/20/2018 3:10:22 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: 3
Service?:
Double Sided:
Tables?: No
How Many
Stations?: 1
Building: HSC
Room #: 1235

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: 200
Pick-up/ Delivery
Date: Monday, 4/2/2018
Food Delivery
Time: 7:45 AM
Event Start Time: 8:00 AM
Food Clean-up
Time: 12:45 PM

BEVERAGES

| | Qty. | Price | Ext. |
|--|------|---------|---------|
| Coffee (10 servings) - per gallon | 5 | \$19.99 | \$99.95 |
| Hot Tea - per gallon | 2 | \$12.99 | \$25.98 |
| 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 |

FOOD

| | Qty. | Price | Ext. |
|--|------|---------|----------|
| Mini Cookies - per dozen | 10 | \$3.99 | \$39.90 |
| Fresh Baked Brownies (Fudge and M&M`s) - per dozen | 10 | \$15.99 | \$159.90 |

| Order Summary | | Order Totals | |
|---------------|----------|--------------|----------|
| Beverages | Food | Sub Total | \$333.71 |
| \$133.91 | \$199.80 | Order Total | \$333.71 |
| | | Balance Due | \$333.71 |

Special Instructions

Order #5566

Event Name: **AEP April Open Mic**

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

ORDER #5479

Monday, 4/2/2018

Ordered On: 2/26/2018

Last Modified: 2/28/2018 3:43:16 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: 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: 01-30-12781-5501001

Account Number:

Policy
Acceptance: I Accept | NP

Event Information

Guest Count: 100

Pick-up/ Delivery
Date: Monday, 4/2/2018Food 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 | 8 | \$12.59 | \$100.72 |

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 | \$414.44 |
| \$124.64 | \$289.80 | Order Total | \$414.44 |
| | | Balance Due | \$414.44 |

Special Instructions

Please cut pizza in equal slices (pie shaped)

Order #5479

4/9/2018

Event Name: **HSC 1235 Renovation Celebration (pm)**

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

ORDER #5567

Monday, 4/2/2018

Ordered On: 3/20/2018

Last Modified: 3/28/2018 10:19:11 AM

Complete

Customer Information

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

Payment Information

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

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Joan Bradford
Contact Phone: 2840
How Many Tables Ordered for Food 3
Service?:
Double Sided Tables?: No
How Many Stations?: 1
Building: HSC
Room#: 1235

Event Information

Guest Count: 200
Pick-up/ Delivery Date: Monday, 4/2/2018
Food Delivery Time: 12:45 PM
Event Start Time: 1:00 PM
Food Clean-up Time: 4:45 PM

BEVERAGES

| | Qty. | Price | Ext. |
|--|------|---------|---------|
| Coffee (10 servings) - per gallon | 4 | \$19.99 | \$79.96 |
| Lemonade - per gallon | 3 | \$12.59 | \$37.77 |
| 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 |

FOOD

| | Qty. | Price | Ext. |
|--|------|---------|----------|
| Fresh Baked Brownies (Fudge and M&M's) - per dozen | 10 | \$15.99 | \$159.90 |
| Mini Cookies - per dozen | 10 | \$3.99 | \$39.90 |

| Order Summary | | Order Totals | |
|---------------|----------|--------------|----------|
| Beverages | Food | Sub Total | \$325.51 |
| \$125.71 | \$199.80 | Order Total | \$325.51 |
| | | Balance Due | \$325.51 |

Special Instructions

We would like to keep the tables and linen from the morning order on 4/2/18 that we have in the morning.

Order #5567

4/9/2018

Event Name: **April Club Lunch**

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

ORDER #5602

Tuesday, 4/3/2018

Ordered On: 3/26/2018

Last Modified: 4/3/2018 11:34:03 AM

Customer Information

First Name: Nicole

Last Name: Plumtree

Department: Student Life

Email: plumtree@cod.edu

Phone: 6309422644

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Nicole Plumtree

Contact Phone: x2644

How Many Tables

Ordered for Food 3

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: SSC

Room#: 3245

Payment Information

Payment Type: Department Account

Approval Email: steelec@cod.edu

Department: 01-30-12931-5501001

Account Number:

Policy
Acceptance: I Accept | NP

Event Information

Guest Count: 75

Pick-up/ Delivery
Date: Tuesday, 4/3/2018Food Delivery
Time: 11:15 AM

Event Start Time: 11:30 AM

Food Clean-up
Time: 1:30 PM

BEVERAGES

| | Qty. | Price | Ext. |
|---|------|---------|---------|
| Water Service - Water (serves 16 per gallon) - per gallon | 5 | \$2.99 | \$14.95 |
| Raspberry Iced Tea - per gallon | 5 | \$12.59 | \$62.95 |

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. • nice fresh garden salad and have the Asian vinaigrette and maybe ranch as the salad dressing options on the side (one vegan dressing as an option), Garlic Lemon Ginger Broccoli, Sticky Rice, Teriyaki Breast of Chicken, Vegetable Lo Mein | 75 | \$15.99 | \$1,199.25 |
| Custom Item 9 dozen Mini Cookies | 9 | \$3.99 | \$35.91 |

| Order Summary | | Order Totals | |
|---------------|------------|--------------|------------|
| Beverages | Other | Sub Total | \$1,313.06 |
| \$77.90 | \$1,235.16 | Order Total | \$1,313.06 |
| | | Balance Due | \$1,313.06 |

Special Instructions

For the lo mein, this would be the primary meal for any vegetarians - so the portion needs to be equivalent to the chicken to ensure we have enough

Order #5602

4/9/2018

Event Name: **Perkins Funded activity 1.d.1 Career Services Career & Internship Fair - Tablecloths setup on 4/4/18 for the 4/5/2018 Fair**



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

ORDER #5557

Wednesday, 4/4/2018

Ordered On: 3/19/2018

Last Modified: 3/28/2018 10:20:16 AM

Complete

Customer Information

First Name: Jonita

Last Name: Ellis

Department: Academic Affairs

Email: ellisjo@cod.edu

Phone: 630 942-3228

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Mary Zelasco

Contact Phone: 2231

How Many Tables

Ordered for Food: 0

Service?:

Double Sided
Tables?: No

How Many

Stations?: 1

Building: SRC

Room#: 2000

Payment Information

Payment Type: Department Account

Approval Email: stockl@cod.edu

Department: 06-10-02638-5309001

Account Number:

Policy Acceptance: I Accept | je

Event Information

Guest Count: 225

Pick-up/ Delivery Date: Wednesday, 4/4/2018

Food Delivery
Time: 9:00 AM

Event Start Time: 9:00 AM

Food Clean-up:
Time: 9:00 AM

SUPPLIES

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.

- Per Mary Zelasco - Please have these be delivered to SRC 2000 on April 4th in the morning. Mary is planning on setting up the room the day before in preparation for the Thursday, April 5th Career & Internship fair. The tablecloths are for the 6ft Skinny Tables -

Qty. Price Ext.

86 \$5.00 \$430.00

Order Summary

Supplies

\$430.00

Order Totals

Sub Total \$430.00

Order Total \$430.00

Balance Due \$430.00

Special Instructions

Perkins Funded activity 1.d.1 Career Services Career & Internship Fair - Tablecloths setup on 4/4/18 for the 4/5/2018 Fair

Order #5557

4/9/2018

Event Name: **Honors Open House**

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

ORDER #5500
Wednesday, 4/4/2018
Ordered On: 3/6/2018
Last Modified: 4/9/2018 10:54:51 AM
Complete

Customer Information

| | |
|--------------------|------------------|
| First Name: | Katrina |
| Last Name: | Swon |
| Department: | Academic Affairs |
| Email: | swonk@cod.edu |
| Phone: | 630-942-3249 |

Payment Information

| | |
|-----------------------------------|---------------------|
| Payment Type: | Department Account |
| Approval Email: | stockl@cod.edu |
| Department Account Number: | 01-80-00793-5501001 |
| Policy Acceptance: | I Accept KS |

Delivery / Pickup Information

| | |
|---|--------------------|
| Method: | On Campus Delivery |
| Event Contact: | Katrina Swon |
| Contact Phone: | 630-942-3249 |
| How Many Tables Ordered for Food Service?: | 3 |
| Double Sided Tables?: | No |
| How Many Stations?: | 1 |
| Building: | BIC |
| Room#: | 3418 |

Event Information

| | |
|--------------------------------|---------------------|
| Guest Count: | 150 |
| Pick-up/ Delivery Date: | Wednesday, 4/4/2018 |
| Food Delivery Time: | 10:45 AM |
| Event Start Time: | 11:00 AM |
| Food Clean-up Time: | 1:30 PM |

BEVERAGES

| | Qty. | Price | Ext. |
|---|------|---------|---------|
| Lemonade - per gallon | 3 | \$12.59 | \$37.77 |
| Water Service - Water (serves 16 per gallon) - per gallon | 2 | \$2.99 | \$5.98 |

FOOD

| | Qty. | Price | Ext. |
|--|------|---------|----------|
| Mini Assorted Sandwiches | | | |
| Mini Assorted Sandwiches. | 6 | \$27.99 | \$167.94 |
| Chip Bar | | | |
| Chip Bar. Add Guacamole for an additional cost per person. | 15 | \$8.58 | \$128.70 |
| • Add Guacamole - per person - Add \$1.00 | | | |
| Mini Cookies - per dozen | 4 | \$3.99 | \$15.96 |

| Order Summary | | Order Totals | |
|---------------|----------|--------------|----------|
| Beverages | Food | Sub Total | \$356.35 |
| \$43.75 | \$312.60 | Order Total | \$356.35 |
| | | Balance Due | \$356.35 |

Special Instructions

Please have food and beverages set-up in the lounge area outside of the Honors Area (BIC 3418). Thank you!

Order #5500

4/9/2018

Event Name: **Office of the President Spring Student, Faculty & Staff Art Reception**

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

ORDER #5592

Wednesday, 4/4/2018

Ordered On: 3/22/2018

Last Modified: 4/9/2018 10:47:14 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: 3
Service?:
Double Sided Tables?: No
How Many Stations?: 2
Building: SRC
Room #: 2135

Payment Information

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

Event Information

Guest Count: 100
Pick-up/ Delivery Date: Wednesday, 4/4/2018
Food Delivery Time: 12:30 PM
Event Start Time: 1:00 PM
Food Clean-up Time: 2:30 PM

BEVERAGES

| | Qty. | Price | Ext. |
|---|------|---------|---------|
| Raspberry Iced Tea - per gallon • Substitute: Peach Iced Tea | 6 | \$12.59 | \$75.54 |
| Water Service - Water with Fruit, Lemon, Limes (serves 16 per gallon) - per gallon | 6 | \$4.99 | \$29.94 |
| Coffee (10 servings) - per gallon | 2 | \$19.99 | \$39.98 |

OTHER

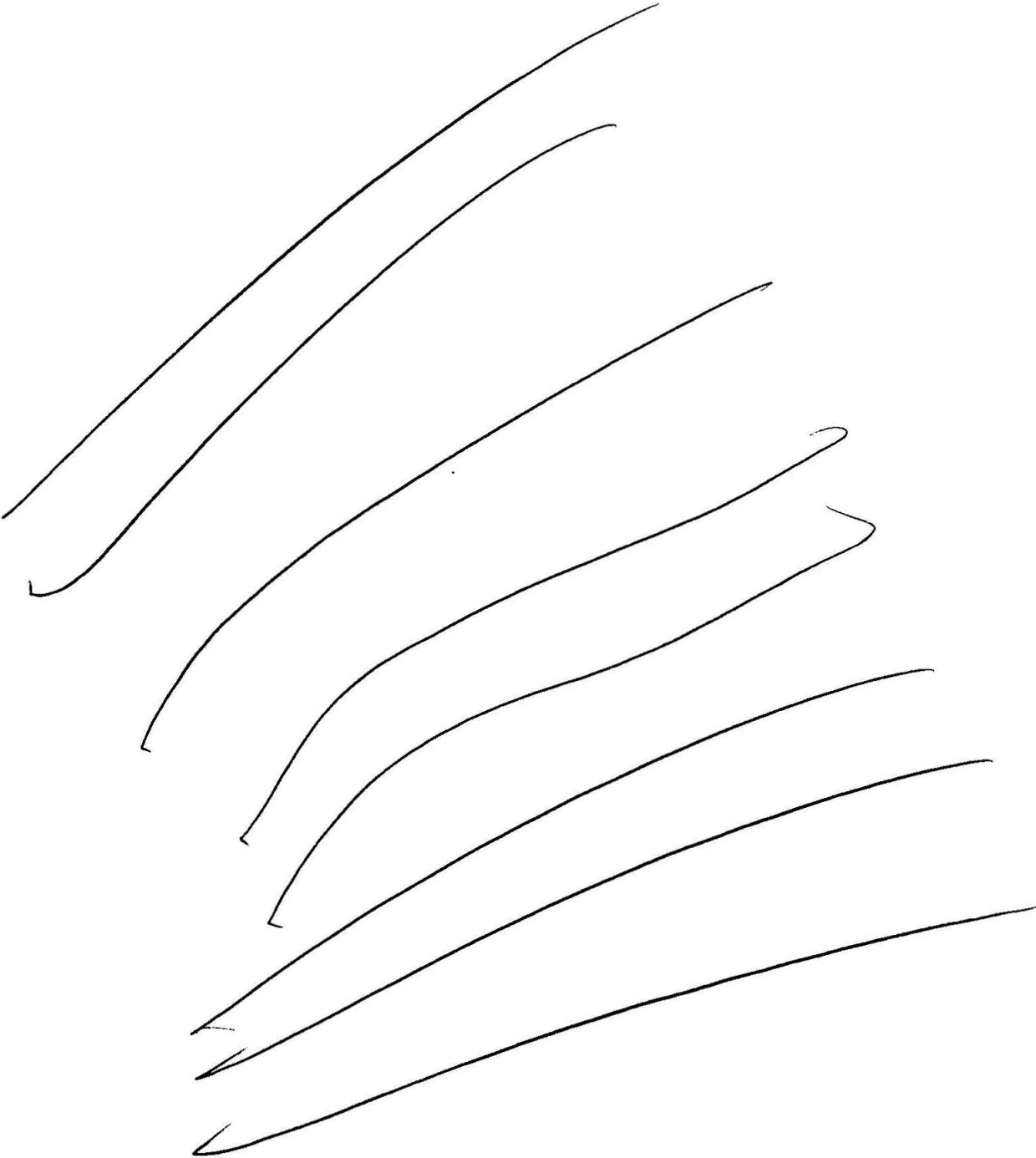
| | Qty. | Price | Ext. |
|---|------|----------|----------|
| Add A Server Add a server. • 2 servers | 4 | \$30.00 | \$120.00 |
| Custom Product Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. • Petit Fours- 7 dozen (\$25.00 per dozen) Festive Spring Butter Cookies - 7lbs (\$29.98 per lb) Harvest Brie Crostada - 4 dozen (\$26.59 per dozen) Mini Quiche - 6 dozen (\$21.99 per dozen) Vegetable Emapanadas - 5 dozen (\$20.99 per dozen) Crab & Asiago Mushrooms - 4 dozen (\$26.79 per dozen) | 1 | \$835.27 | \$835.27 |

| Order Summary | | Order Totals | |
|---------------|----------|--------------|------------|
| Beverages | Other | Sub Total | \$1,100.73 |
| \$145.46 | \$955.27 | Order Total | \$1,100.73 |
| | | Balance Due | \$1,100.73 |

Special Instructions

Please update order with cost of custom products and resend for review.

Order #5592



Event Name: **Engaging Employees Plus Morning**

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

ORDER #5571

Thursday, 4/5/2018

Ordered On: 3/20/2018

Last Modified: 3/28/2018 10:20:52 AM

Customer Information

First Name: Barb
Last Name: DiMonte
Department: CE
Email: dimonteb@cod.edu
Phone: 6309422524

Payment Information

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

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Barb DiMonte
Contact Phone: 2524
How Many Tables Ordered for Food Service?: 2
Double Sided Tables?: No
How Many Stations?: 1
Building: CHC
Room#: 2001

Event Information

Guest Count: 30
Pick-up/ Delivery Date: Thursday, 4/5/2018
Food Delivery Time: 7:15 AM
Event Start Time: 8:00 AM
Food Clean-up Time: 12:15 PM

FOOD

| | Qty. | Price | Ext. |
|---|------|--------|----------|
| The Classic Continental <ul style="list-style-type: none"> Seasonal Cubed Fresh Fruit Tray Bakers choice of two Breakfast Baked Goods Butter, Cream Cheese and Assorted Jellies Chilled Bottled Orange Juice and Apple Juice Freshly Brewed Coffee and Decaffeinated Coffee Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included <ul style="list-style-type: none"> Cinnamon Rolls Assorted Bagels Please cut bagels in 4's so they are more bite size | 30 | \$7.59 | \$227.70 |

Order Summary

Food
 \$227.70

Order Totals

Sub Total \$227.70
Order Total \$227.70
Balance Due \$227.70

Special Instructions

Order #5571

4/9/2018

Event Name: **Perkins Funded activity 1.d.1 Career Services Career & Internship Fair - Morning Beverage Service**



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

ORDER #5556
Thursday, 4/5/2018
Ordered On: 3/19/2018
Last Modified: 4/9/2018 10:55:16 AM
 Confirmed

Customer Information

| | |
|-------------|------------------|
| First Name: | Jonita |
| Last Name: | Ellis |
| Department: | Academic Affairs |
| Email: | ellisjo@cod.edu |
| Phone: | 630 942-3228 |

Payment Information

| | |
|----------------------------|---------------------|
| Payment Type: | Department Account |
| Approval Email: | stockl@cod.edu |
| Department Account Number: | 06-10-02638-5309001 |
| Policy Acceptance: | I Accept je |

Delivery / Pickup Information

| | |
|--|--------------------|
| Method: | On Campus Delivery |
| Event Contact: | Mary Zelasco |
| Contact Phone: | 2231 |
| How Many Tables Ordered for Food Service?: | 1 |
| Double Sided Tables?: | No |
| How Many Stations?: | 1 |
| Building: | SRC |
| Room#: | 2131 Old Boardroom |

Event Information

| | |
|-------------------------|--------------------|
| Guest Count: | 225 |
| Pick-up/ Delivery Date: | Thursday, 4/5/2018 |
| Food Delivery Time: | 7:45 AM |
| Event Start Time: | 8:00 AM |
| Food Clean-up Time: | 2:30 PM |

BEVERAGES

| | Qty. | Price | Ext. |
|--|------|---------|----------|
| Coffee (10 servings) - per gallon • This is an all day event with beverages and water in the morning and the Little Italy buffet for lunch which will have the Raspberry Tea. Mary Zelasco would like the coffee and water be refilled as necessary. | 14 | \$19.99 | \$279.86 |
| Hot Tea - per gallon • This is an all day event with beverages and water in the morning and the Little Italy buffet for lunch which will have the Raspberry Tea. Mary Zelasco would like the coffee and water be refilled as necessary. | 5 | \$12.99 | \$64.95 |
| Water Service - Water (serves 16 per gallon) - per gallon | 10 | \$2.99 | \$29.90 |

| | |
|----------------------|-----------------------------|
| Order Summary | Order Totals |
| Beverages | Sub Total \$374.71 |
| \$374.71 | Order Total \$374.71 |
| | Balance Due \$374.71 |

Special Instructions

Perkins Funded activity 1.d.1 Career Services Career & Internship Fair - Morning Beverage Service

Order #5556

Event Name: **Perkins Funded activity 1.d.1 Career Services Career & Internship Fair**

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

ORDER #5555

Thursday, 4/5/2018

Ordered On: 3/19/2018

Last Modified: 3/28/2018 10:22:00 AM

Complete

Customer Information

First Name: Jonita

Last Name: Ellis

Department: Academic Affairs

Email: ellisjo@cod.edu

Phone: 630 942-3228

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Mary Zelasco

Contact Phone: 2231

How Many Tables:

Ordered for Food: 2

Service?:

Double Sided:

Tables?: No

How Many

Stations?: 1

Building: SRC

Room #: 2131 Old Boardroom

Payment Information

Payment Type: Department Account

Approval Email: stockl@cod.edu

Department:

Account Number: 06-10-02638-5309001

Policy:

Acceptance: I Accept | je

Event Information

Guest Count: 225

Pick-up/ Delivery

Date: Thursday, 4/5/2018

Food Delivery

Time: 10:30 AM

Event Start Time: 11:00 AM

Food Clean-up

Time: 2:30 PM

FOOD

| | Qty. | Price | Ext. |
|---|------|---------|------------|
| Little Italy <ul style="list-style-type: none"> Seasonal Vegetable Penne Pasta with choice of Sauce Caesar Salad with Homemade Croutons Italian Sausage and Meatballs Dinner Rolls Parmesan Cheese Choice of Dessert Raspberry Iced Tea or Lemonade <ul style="list-style-type: none"> Chicken Cacciatore - (Little Italy Choice) Marinara Sauce - (Little Italy Sauce Choice) Cookies - (Specialty Buffet Dessert) Raspberry Iced Tea | 225 | \$15.99 | \$3,597.75 |

Order Summary

Food

\$3,597.75

Order Totals

Sub Total \$3,597.75

Order Total \$3,597.75

Balance Due \$3,597.75

Special Instructions

Perkins Funded activity 1.d.1 Career Services Career & Internship Fair

Order #5555

4/9/2018

Event Name: **Gretchen Schmidt Campus Visit - April 5, 2018**

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

ORDER #5593

Thursday, 4/5/2018

Ordered On: 3/22/2018

Last Modified: 4/9/2018 10:53:48 AM

Confirmation Pending

Customer Information

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

Payment Information

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

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 |

Event Information

| | |
|-------------------------|--------------------|
| Guest Count: | 6 |
| Pick-up/ Delivery Date: | Thursday, 4/5/2018 |
| Food Delivery Time: | 11:30 AM |
| Event Start Time: | 12:00 PM |
| Food Clean-up Time: | 1:00 PM |

BEVERAGES

| | Qty. | Price | Ext. |
|--|------|--------|---------|
| Assorted Bottled Soft Drinks (Regular and Diet) - each | 6 | \$2.19 | \$13.14 |

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. • Cobb Salad with ranch and blue cheese dressing (on-side); rolls with butter; water service; assorted bottled beverages (diet/regular pop, ice tea); dessert - pound cake with berries | 6 | \$15.99 | \$95.94 |

SERVICE ITEMS

| | Qty. | Price | Ext. |
|---|------|--------|---------|
| China Service Add China to your event. • Full Serviceware - per person - Add \$3.00 | 6 | \$3.00 | \$18.00 |

| Order Summary | | | Order Totals | |
|---------------|---------|---------------|--------------|----------|
| Beverages | Other | Service Items | Sub Total | \$127.08 |
| \$13.14 | \$95.94 | \$18.00 | Order Total | \$127.08 |
| | | | Balance Due | \$127.08 |

Special Instructions

Individually plated on china. Served in President's Conference Room (will need linen for table)

Order #5593

Event Name: **Engaging Employees Plus Afternoon Week 1**

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

ORDER #5584

Thursday, 4/5/2018

Ordered On: 3/22/2018

Last Modified: 3/22/2018 11:11:04 AM

Confirmed

Customer Information

First Name: Barb
Last Name: DiMonte
Department: CE
Email: dimonteb@cod.edu
Phone: 6309422524

Payment Information

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

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Barb DiMonte
Contact Phone: 2524
How Many Tables:
Ordered for Food 2
Service?:
Double Sided:
Tables?: No
How Many
Stations?: 1
Building: chc
Room#: 2001

Event Information

Guest Count: 15
Pick-up/ Delivery:
Date: Thursday, 4/5/2018
Food Delivery
Time: 12:15 PM
Event Start Time: 1:00 PM
Food Clean-up
Time: 4:30 PM

BEVERAGES

| | Qty. | Price | Ext. |
|---|------|---------|---------|
| Water Service - Water (serves 16 per gallon) - per gallon | 2 | \$2.99 | \$5.98 |
| Coffee (10 servings) - per gallon • decaf | 1 | \$19.99 | \$19.99 |
| Hot Tea - per gallon | 1 | \$12.99 | \$12.99 |

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 | 1 | \$13.99 | \$13.99 |
| Mini Cookies - per dozen | 1 | \$3.99 | \$3.99 |
| Trail Mix - per person | 15 | \$2.59 | \$38.85 |
| Cold Displays - Fresh Fruit Tray, 15-25 people - each | 1 | \$45.99 | \$45.99 |

Order Summary

Beverages
\$38.96

Food
\$102.82

Order Totals

Sub Total \$141.78
Order Total \$141.78
Balance Due **\$141.78**

Special Instructions

Order #5584

4/9/2018

Event Name: **DEHYG Advisory Committee meeting**

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

ORDER #5442

Thursday, 4/5/2018

Ordered On: 2/21/2018

Last Modified: 2/21/2018 5:30:12 PM

Confirmed

Customer Information

First Name: Pam

Last Name: Dinucci

Department: Health and Sciences

Email: dinuccip@cod.edu

Phone: 630-942-2902

Payment Information

Payment Type: Department Account

Approval Email: chaudhrym24@cod.edu

Department
Account Number: 01-20-00429-5501001Policy
Acceptance: I Accept | pjd

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Pam Dinucci

Contact Phone: 2902

How Many Tables

Ordered for Food: 0

Service?:

Double Sided
Tables?: YesHow Many
Stations?: 1

Building: HSC

Room#: 1108

Event Information

Guest Count: 15

Pick-up/ Delivery
Date: Thursday, 4/5/2018Food Delivery
Time: 4:45 PM

Event Start Time: 5:00 PM

Food Clean-up
Time: 6:30 PM

BEVERAGES

| | Qty. | Price | Ext. |
|------------------------------------|------|--------|--------|
| Fresh Brewed Iced Tea - per gallon | 1 | \$9.75 | \$9.75 |

FOOD

| | Qty. | Price | Ext. |
|---|------|--------|---------|
| Popcorn Bar | | | |
| A Variety of Freshly Popped Popcorn Tossed with Specialty Seasonings - Add a Seasoned Oil to Make it Your Own! Don't forget to Order Beverages to Make a Complete Break. | 15 | \$5.99 | \$89.85 |

Order Summary

Beverages
\$9.75Food
\$89.85

Order Totals

Sub Total \$99.60
Order Total \$99.60
Balance Due \$99.60

Special Instructions

Order #5442

4/9/2018

Event Name: **PHYTA Advisory Committee meeting**

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

ORDER #5612

Thursday, 4/5/2018

Ordered On: 3/28/2018

Last Modified: 4/3/2018 11:30:14 AM

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: Sharon Roschay

Contact Phone: 3337

How Many Tables:

Ordered for Food: 0

Service?:

Double Sided
Tables?: YesHow Many
Stations?: 1

Building: HSC

Room#: 2120

Payment Information

Payment Type: Department Account

Approval Email: chaudhrym24@cod.edu

Department
Account Number: 01-20-00429-5501001Policy
Acceptance: I Accept | pjd

Event Information

Guest Count: 10

Pick-up/ Delivery
Date: Thursday, 4/5/2018Food Delivery
Time: 5:30 PM

Event Start Time: 6:00 PM

Food Clean-up
Time: 6:30 PM

BEVERAGES

| | Qty. | Price | Ext. |
|---|------|--------|---------|
| Assorted Bottled Soft Drinks (Regular and Diet) - each | | | |
| • Please provide 2 regular soft drinks and 6 diet soft drinks | 8 | \$2.19 | \$17.52 |
| Water Service - Water with Fruit, Lemon, Limes (serves 16 per gallon) - per gallon | | | |
| | 1 | \$4.99 | \$4.99 |

FOOD

| | Qty. | Price | Ext. |
|--|------|---------|---------|
| Mini Fresh Fruit Skewer | | | |
| Mini Fresh Fruit Skewer. | 3 | \$20.99 | \$62.97 |
| • Please provide ONE (1) order of the fresh fruit skewers | | | |
| Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen | | | |
| | 1 | \$13.99 | \$13.99 |

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. | 1 | \$22.99 | \$22.99 |
| • Please provide chicken skewers with a variety of dipping sauces | | | |
| Custom Product | | | |
| Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. | 1 | \$20.99 | \$20.99 |

Please provide veggie empanadas

| Order Summary | | | Order Totals | |
|---------------|---------|---------|--------------|----------|
| Beverages | Food | Other | Sub Total | \$143.45 |
| \$22.51 | \$76.96 | \$43.98 | Order Total | \$143.45 |
| | | | Balance Due | \$143.45 |

Special Instructions
You can also contact Pam Dinucci at x2902 before the event with questions.

Order #5612

[Handwritten signature]

Event Name: **Elmhurst College Visit - coffee**

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

ORDER #5610

Friday, 4/6/2018

Ordered On: 3/28/2018

Last Modified: 3/28/2018 11:57:13 AM

Confirmed

Customer Information

First Name: Angel
Last Name: Nance
Department: Learning Commons
Email: nancea@cod.edu
Phone: 630-942-3456

Payment Information

Payment Type: Department Account
Approval Email: szakonyi@cod.edu
Department: 01-10-15065-5502001
Account Number:
Policy Acceptance: I Accept | an

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Angel Nance
Contact Phone: 3456
How Many Tables:
Ordered for Food: 1
Service?:
Double Sided:
Tables?: No
How Many
Stations?: 1
Building: SRC
Room#: 2105

Event Information

Guest Count: 10
Pick-up/ Delivery
Date: Friday, 4/6/2018
Food Delivery
Time: 10:00 AM
Event Start Time: 10:30 AM
Food Clean-up
Time: 1:30 PM

BEVERAGES

| | Qty. | Price | Ext. |
|---|------|---------|---------|
| Coffee (10 servings) - per gallon | 1 | \$19.99 | \$19.99 |
| Water Service - Water (serves 16 per gallon) - per gallon | 1 | \$2.99 | \$2.99 |

| Order Summary | Order Totals | | |
|---------------|--------------|---------|--|
| Beverages | Sub Total | \$22.98 | |
| \$22.98 | Order Total | \$22.98 | |
| | Balance Due | \$22.98 | |

Special Instructions

Order #5610

4/9/2018

Event Name: **Elmhurst College visit - lunch**

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

ORDER #5614

Friday, 4/6/2018

Ordered On: 3/28/2018

Last Modified: 4/9/2018 12:22:18 PM

Confirmation Pending

Customer Information

| | |
|--------------------|------------------|
| First Name: | Angel |
| Last Name: | Nance |
| Department: | Learning Commons |
| Email: | nancea@cod.edu |
| Phone: | 630-942-3456 |

Payment Information

| | |
|-----------------------------------|----------------------|
| Payment Type: | Department Account ✓ |
| Approval Email: | szakonyi@cod.edu |
| Department Account Number: | 01-10-15065-5502001 |
| Policy Acceptance: | I Accept an |

Delivery / Pickup Information

| | |
|---|--------------------|
| Method: | On Campus Delivery |
| Event Contact: | Angel Nance |
| Contact Phone: | 3456 |
| How Many Tables Ordered for Food Service?: | 1 |
| Double Sided Tables?: | No |
| How Many Stations?: | 1 |
| Building: | TEC |
| Room#: | 1016 |

Event Information

| | |
|--------------------------------|------------------|
| Guest Count: | 9 |
| Pick-up/ Delivery Date: | Friday, 4/6/2018 |
| Food Delivery Time: | 12:45 PM |
| Event Start Time: | 1:00 PM |
| Food Clean-up Time: | 2:00 PM |

FOOD

| | Qty. | Price | Ext. |
|--|------|---------|---------|
| Traditional Deli Turkey, Ham, Tuna Salad, Roast Beef, Chicken Salad, all served with American Cheese on Gourmet Rolls and Breads. 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"> Bottled Water 2 - turkey 3 - chicken salad 1 - ham 1 - roast beef | 7 | \$10.99 | \$76.93 |
| Vegetable on Ciabatta Grilled Marinated Vegetables served with Feta Cheese on a Ciabatta Roll. Includes Bag of Chips, Whole Fruit, a Large Cookie, and a Bottled Soft Drink, Regular or Diet, or Bottled Water. <ul style="list-style-type: none"> Bottled Water One sandwich only please. I have spoken to Lynn regarding this order. Thank you. | 1 | \$9.75 | \$9.75 |
| Southwestern Salad Fresh Greens, Corn, Black Beans, Red Pepper, Red Onion, Shredded Cheddar Cheese and Southwestern Dressing. Served with a Crusty Roll and Butter, Cookie or Brownie and a Soft Drink, Regular or Diet, or Bottled Water. <ul style="list-style-type: none"> Substitute Fruit Cup - Add \$1.79 Bottled Water One salad only please. I have spoken to Lynn regarding this order. Thank you. | 1 | \$8.39 | \$8.39 |

Order Summary

Food
\$95.07

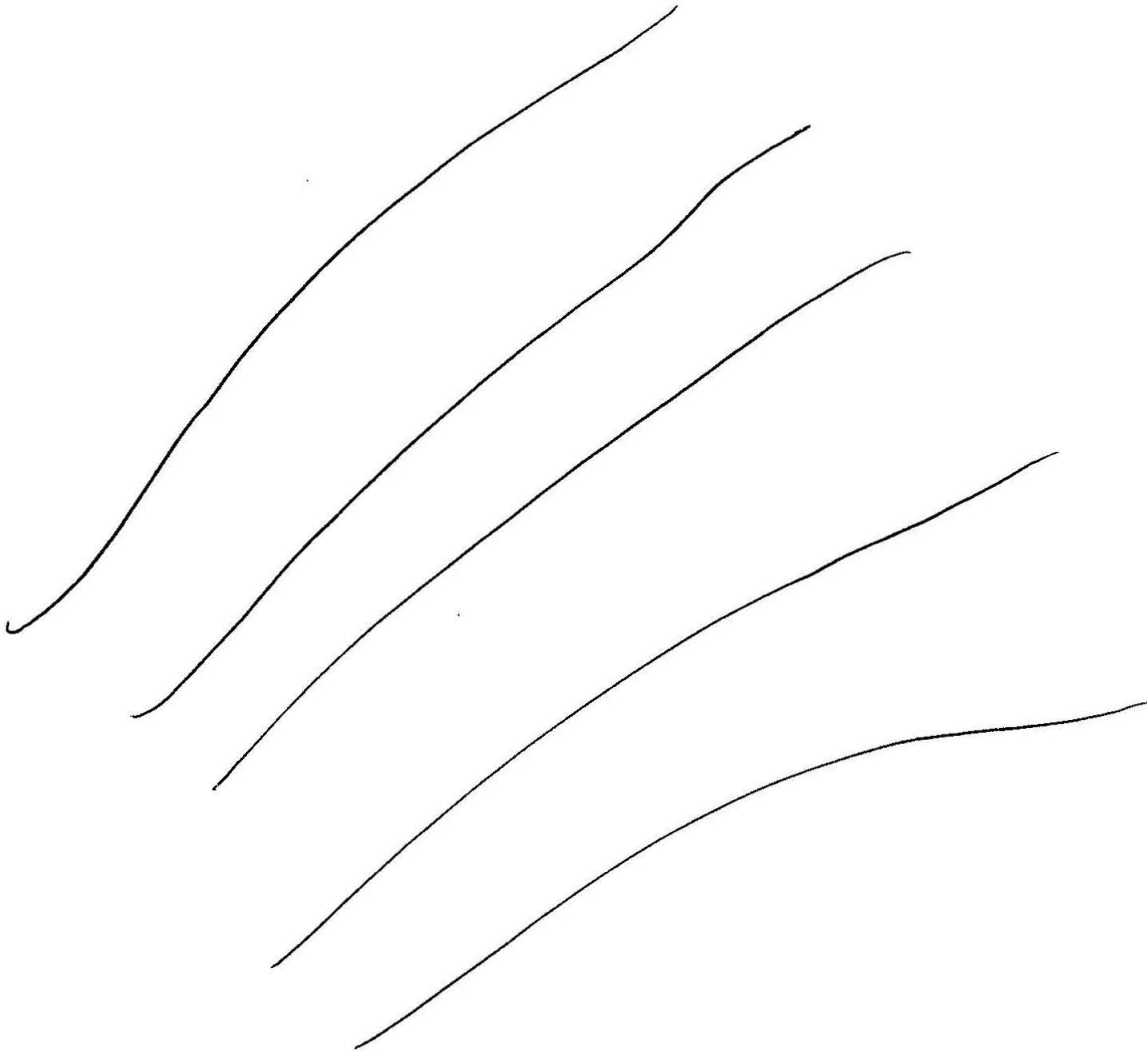
Order Totals

Sub Total \$95.07
Order Total \$95.07
Balance Due \$95.07

Special Instructions

Delivery to the Learning Commons West inside TEC 1016. We will bring anything that needs to be returned (table cloth) back to SRC 2102.

Order #5614



Event Name: **Knowledge for College**

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

ORDER #5504

Friday, 4/6/2018

Ordered On: 3/7/2018

Last Modified: 3/28/2018 10:22:56 AM

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: Jackie Reuland/Jeanette Johnson

Contact Phone: 2567 / 2154

How Many Tables

Ordered for Food: 2

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: SSC

Room#: 3249

Payment Information

Payment Type: Department Account

Approval Email: reuland@cod.edu

Department
Account Number: 01-30-00469-5509001Policy
Acceptance: I Accept | JJ

Event Information

Guest Count: 100

Pick-up/ Delivery
Date: Friday, 4/6/2018Food Delivery
Time: 2:30 PM

Event Start Time: 9:00 AM

Food Clean-up
Time: 12:00 PM

FOOD

| | Qty. | Price | Ext. |
|---|------|---------|---------|
| Einstein's Assorted Bagels - per dozen • Please cut the sliced bagels in half, thank you. | 3 | \$19.99 | \$59.97 |
| Mini Muffins - per dozen • Please cut the sliced bagels in half, thank you. | 5 | \$5.99 | \$29.95 |
| Gluten Free Muffins - per half dozen • Please cut the sliced bagels in half, thank you. | 2 | \$14.79 | \$29.58 |

Order Summary

Food
\$119.50

Order Totals

Sub Total \$119.50
 Order Total \$119.50
 Balance Due **\$119.50**

Special Instructions

Event is on Saturday, April 7th at 9 am - we want it delivered earlier on Friday, April 6 at 2:30 pm to SSC-3249. Thank you.

Order #5504

4/9/2018

Event Name: **New Faculty Institute**

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

ORDER #5447

Friday, 4/6/2018

Ordered On: 2/21/2018

Last Modified: 4/6/2018 8:43:24 AM

Confirmed

Customer Information

First Name: Katrina

Last Name: Swon

Department: Academic Affairs

Email: swonk@cod.edu

Phone: 630-942-3249

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Katrina Swon

Contact Phone: 630-942-3249

How Many Tables

Ordered for Food: 1

Service?:

Double Sided
Tables?: NoHow Many
Stations?: 1

Building: BIC

Room#: 2561

Payment Information

Payment Type: Department Account

Approval Email: swonk@cod.edu

Department:

Account Number: 01-20-00441-5501001

Policy:

Acceptance: I Accept | KS

Event Information

Guest Count: 15

Pick-up/ Delivery

Date: Friday, 4/6/2018

Food Delivery

Time: 1:45 PM

Event Start Time: 2:00 PM

Food Clean-up

Time: 4:15 PM

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 | 1 | \$13.99 | \$13.99 |

Order Summary

Food

\$13.99

Order Totals

Sub Total

\$13.99

Order Total

\$13.99

Balance Due

\$13.99

Special Instructions

Order #5447

4/9/2018

Marek, Robert

From: Stock, Lisa
Sent: Friday, April 20, 2018 10:09 AM
To: Marek, Robert
Cc: Swon, Katrina
Subject: RE: Approval of Sodexo Order Required

This is approved.

Thank you.

Lisa Stock, Ph.D.
Associate Vice President of Academic Affairs

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
Phone: 630-942-2652

-----Original Message-----

From: Marek, Robert
Sent: Friday, April 20, 2018 9:52 AM
To: Stock, Lisa <stockl@cod.edu>
Cc: Swon, Katrina <swonk@cod.edu>
Subject: Approval of Sodexo Order Required

Hi Lisa,

Can you please reply with your approval of the attached Sodexo order #5447 for \$13.99, ordered by Katrina Swon. Your approval information did not populate under the payment information section. Please let me know if you have any questions.

Thank you,

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 <marekr@cod.edu>
Sent: Friday, April 20, 2018 9:44 AM
To: Marek, Robert <marekr@cod.edu>
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