

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087305

Vendor Name: OEI Products

Invoice Number: 5818

Invoice Date: 03/06/18

PO Number:

Check Number: E0066322

Check Amount: \$ 305.25

Check Date: 04/04/2018

Department ID: 00733

Reviewer Name:

Voucher Number: V0501931

Redaction Type: None

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

Document Below

**Johnson, Martha**

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**From:** acctpay@cod.edu  
**Sent:** Monday, March 26, 2018 9:39 AM  
**To:** Johnson, Martha  
**Subject:** Voucher Confirmation: V0501931

----- WARNINGS -----

The invoice number has already been entered on a voucher for this vendor.

----- END of WARNINGS -----

**AP VERIFIED**

**03/29/18 - BETHANY CRUSE**

Voucher Number V0501931  
Voucher Status In Progress (Unfinished)

Requestor Name Mrs Martha J. Johnson

Voucher Date 03/26/18  
Due Date 03/29/18  
Vendor ID and/or Name 1087305 OEI Products  
AP Type IM Invoices < \$15,000  
Voucher Total \$305.25

ITEM 1

Item Description Uniform Gildan Shirts  
Quantity 6.000  
Price \$10.4500  
Extended Price \$62.70  
GL Distribution 01-80-00733-5401001

ITEM 2

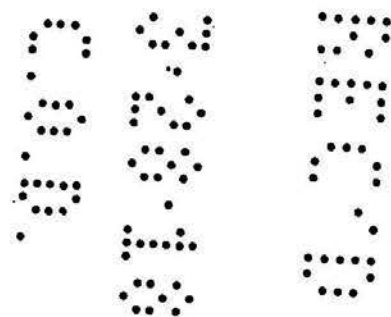
Item Description Uniform Jacket  
Quantity 2.000  
Price \$24.7500  
Extended Price \$49.50  
GL Distribution 01-80-00741-5401001

ITEM 3

Item Description Uniform T-shirt  
Quantity 6.000  
Price \$14.3500  
Extended Price \$86.10  
GL Distribution 01-80-00741-5401001

ITEM 4

Item Description Uniform polo Shirt  
Quantity 6.000  
Price \$15.7000  
Extended Price \$94.20



GL Distribution 01-80-00733-5401001

ITEM 5

Item Description Shipping

Quantity 1.000

Price \$12.7500

Extended Price \$12.75

GL Distribution 01-80-00741-5401001

COMMENTS

APPROVAL

DATE

NEXT APPROVALS

[Redacted signature]

[Redacted signature]

[Redacted signature]

[Redacted signature]

## EMPLOYEES

Welcome Marthal

## Voucher

The invoice number has already been entered on a voucher for this vendor

Voucher Number V0501931  
 Voucher Amount \$305.25  
 Vendor ID and/or Name 1087305 OEI Products

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000  
 Voucher Date 03/26/18 Voucher Maintenance Date 03/26/18 Due Date 03/29/18  
 Invoice Number 5818 Invoice Date 03/06/18  
 Check/Transaction Number Paid Date

## Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Uniform Gildan Shirts		6.000		10.4500	62.70	01-80-00733-5401001 Copy Center : Office Supplies	5818			
Uniform Jacket		2.000		24.7500	49.50	01-80-00741-5401001 Mailroom : Office Supplies	5818			
Uniform T-shirt		6.000		14.3500	86.10	01-80-00741-5401001 Mailroom : Office Supplies	5818			
Uniform polo Shirt		6.000		15.7000	94.20	01-80-00733-5401001 Copy Center : Office Supplies	5818			
Shipping		1.000		12.7500	12.75	01-80-00741-5401001 Mailroom : Office Supplies	5818			

Comments Approval Date Next Approval

OK

-----  
From: sales@oeiproductionsinc.com  
Sent: Sat Mar 24 08:21:51 CDT 2018  
To: invoicing@cod.edu  
CC: johnsonm@cod.edu  
Subject: Invoice 5818 from OEI Products, Inc.  
-----

OEI Products, Inc.

**Invoice** Due 04/20/2018  
5818

Amount Due: **\$305.25**

Dear Accounts Payable:

Your invoice is attached. Please remit payment.

Thank you for your business.

OEI Products, Inc.  
630-377-1121

<b>OEI Products, Inc.</b> <b>PO Box 528</b> <b>St. Charles, IL 60174-0528</b>	<b>Phone Number</b> <b>630-377-1121</b>

# Invoice

Date	Invoice #
3/6/2018	5818

Bill To	Ship To
College of DuPage Attn: Accounts Payable 425 Fawell Blvd Glen Ellyn, IL 60137-6599	College of DuPage Mail Services Attn: Martha Johnson 425 Fawell Blvd Glen Ellyn, IL 60137

**APPROVED**  
**03/26/18 - MAGDALENA OGRODNY**

Account Number	P.O. Number	Terms	Due Date	Ship Date	Ship Via
01044	Martha Johnson	Net 30	4/20/2018	3/21/2018	UPS

Item Code	Description	Price Each	Quantity	Amount
Shirt	PN:2000. Black Gildan No Pocket 100% Cotton t-shirt. Size:XL. Reads: Logo - Print Services	10.45	6	62.70
Jacket	PN:S89. Charcoal Ladies Jacket. Size: Large. Reads: Logo - Mail Services	24.75	2	49.50
Shirt	PN:6750. Anvil Ladies T-Shirt. Size: Large. Color:Heather Dark Grey=2, Heather Green=2, Heather Aubergine=2. Reads: Logo - Mail Services	14.35	6	86.10
Shirt	PN:437WR. Jerzees Ladies Polo Shirt. Size: 2XL(XXL) Color: Deep Purple=3, Black =3 Reads: Logo - Print Services	15.70	6	94.20
Shipping Charge	Shipping Charge	12.75	1	12.75

Please Remit Payment To: OEI Products, Inc. PO Box 528 St.Charles, IL 60174-0528	Thank you for your business.	<b>Subtotal</b>	\$305.25
		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$305.25

OEI Products, Inc. Return Policy is as follows : No returns if products have been used. Prior return authorization required. All returns are subject to a possible restocking fee. A \$25.00 charge will be applied for returned checks. Prices subject to change without notice.