

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089572
Vendor Name: Scrip-Safe International
Invoice Number: 0187157-IN
Invoice Date: 03/23/18
PO Number: P0356856
Check Number: E0066703
Check Amount: \$ 2,178.00
Check Date: 04/25/2018
Department ID: 00457
Reviewer Name: Beth Buhmann
Voucher Number: V0507984
Redaction Type: None
Document Type: AP Invoice

Document Below

SCRIP-SAFE®

SCRIP-SAFE® Security Products, Inc.
136 Commerce Blvd.
Loveland, OH 45140
1-800-736-7319

Federal ID# 31-1272306

SOLD TO:

COLLEGE OF DuPAGE
INVOICING@COD.EDU
SALAZARE@COD.EDU
THOMPSONK@COD.EDU

INVOICE

Invoice Number: 0187157-IN

Customer No: 0002470

Invoice Date: 3/23/2018

APPROVED
04/18/18 - JANE SMITH

SHIP TO:

COLLEGE OF DUPAGE
425 FAWELL BLVD
OFFICE OF STUDENT RECORDS
ATTN: EMMANUEL SALAZAR
GLEN ELLYN, IL 60137

Customer P.O.	Ship VIA	F.O.B.	Terms				
356856	UPS		NET 30				
Item Code	Unit	Ordered	Shipped	Back Order	Price	Amount	
DIPLOMA STOCK	EACH	3,000.00	0.00	0.00	0.5487	1,646.00	

Remit To:
SCRIP-SAFE Security Products
136 Commerce Blvd.
Loveland, OH 45140

Payable in US Dollars

Net Invoice:	1,646.00
Less Discount:	0.00
Freight:	30.00
Sales Tax:	0.00
Order Total:	1,676.00

From: marekr@cod.edu
Sent: Wed Apr 04 13:39:22 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scrip-Safe Quote

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: Salazar, Emmanuel
Sent: Wednesday, April 4, 2018 1:34 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Scrip-Safe Quote
Importance: High

Hey Robert,
I finally got the invoice. I have attached it, let me know if you need anything else.

Manny

Emmanuel Salazar
Enrollment Verification Specialist
Office of Student Records
College of DuPage
425 Fawell Blvd,
Glen Ellyn, IL 60137
630-942-2431
Salazare@cod.edu

From: Marek, Robert
Sent: Monday, April 2, 2018 9:49 AM
To: Salazar, Emmanuel <salazare@cod.edu>
Subject: RE: Scrip-Safe Quote

Hi Manny,

I just sent the Adult Ed stuff along as an example of what they sent us in the past—no need to worry about that.

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

From: Salazar, Emmanuel
Sent: Monday, April 2, 2018 9:43 AM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Scrip-Safe Quote

Hey Robert,
Sorry for the late reply, I will contact them today. Quick question about the attachments you sent, I did not submit the invoice for the adult education transcripts. I'm not sure who that is from. The quote was the only document I'm aware of.

Manny

Emmanuel Salazar
Enrollment Verification Specialist
Office of Student Records
College of DuPage
425 Fawell Blvd,
Glen Ellyn, IL 60137
630-942-2431
Salazare@cod.edu

From: Marek, Robert
Sent: Monday, April 2, 2018 9:39 AM
To: Salazar, Emmanuel <salazare@cod.edu>
Subject: FW: Scrip-Safe Quote

Hi Manny,

I just wanted to follow up on my email below. Can you please contact the vendor and ask them to issue us an invoice based on the quote?

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

From: Marek, Robert
Sent: Monday, March 26, 2018 10:49 AM
To: Salazar, Emmanuel <salazare@cod.edu>
Subject: Scrip-Safe Quote

Hi Manny,

The attached quote (1st attachment) was received in our queue for processing, but unfortunately, we cannot process payment off of a quote; we will need an official invoice from the vendor (2nd attachment, example). Can you please contact the vendor and ask them to generate an invoice for the products being purchased?

Thank you,

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

College of DuPage

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

phone 630-942-2229 | marekr@cod.edu

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089572
Vendor Name: Scrip-Safe International
Invoice Number: 0172518-IN
Invoice Date: 04/17/18
PO Number: P0356808
Check Number: E0066703
Check Amount: \$ 2,178.00
Check Date: 04/25/2018
Department ID: 14225
Reviewer Name:
Voucher Number: V0509693
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

SCRIP-SAFE®

SCRIP-SAFE® Security Products, Inc.
136 Commerce Blvd.
Loveland, OH 45140
1-800-736-7319
Federal ID# 31-1272306

INVOICE

Invoice Number: 0172518-IN
Customer No: 0002470
Invoice Date: 4/17/2018
Due Date: 5/17/2018

3 WAY MATCH

SOLD TO:

COLLEGE OF DuPAGE
INVOICING@COD.EDU
GLEN ELLYN, IL 60137

SHIP TO:

COLLEGE OF DUPAGE
SHIPPING & RECEIVING
425 FAWELL BLVD
HRS: 7:30 AM- 4 PM
GLEN ELLYN, IL 60137

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS	SHIP DATE		
356808	UPS GROUND		NET 30	4/16/2018		
Description	U/M	Ordered	Shipped	Back Ordered	Price	Amount
NEW (CONT. EDU) TRANSCRIPTS	M	1.00	1.00	0.00	412.0000	412.00
GLOBAL WATERMARK PROTECTION	M	1.00	1.00	0.00	0.0000	0.00
ART CHARGE	EACH	1.00	1.00	0.00	75.0000	75.00

Remit To:
SCRIP-SAFE Security Products
136 Commerce Blvd.
Loveland, OH 45140

Payable in US Dollars

Net Invoice:	487.00
Less Discount:	0.00
Freight:	15.00
Sales Tax:	0.00
Invoice Total:	502.00

From: noreply@scrip-safe.com
Sent: Tue Apr 17 11:27:39 CDT 2018
To: invoicing@cod.edu,salazare@cod.edu,THOMPSONK@COD.EDU
CC:
Subject: SCRIP-SAFE Invoice # 0172518

Attached please find your invoice #0172518. Thank you for your order. For questions regarding all invoices, please contact Bonnie Satcher (bsatcher@scrip-safe.com). SCRIP-SAFE Security Products is a proud supplier of transcript paper, envelopes, diploma stock, diploma holders/mailers, and diploma printing and fulfillment needs. We looking forward to hearing from you whenever we can be of assistance! Kind regards, Your
SCRIP-SAFE Team SCRIP-SAFE Security Products 136 Commerce Blvd. Loveland, OH 45140 Phone: (800) 736-7319 Fax: (513) 697-7891

[attachment: 000002470_SO_0172518IN_20180417_000.PDF]