

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1457941

Vendor Name: Zehnder Communications, Inc.

Invoice Number: INV-32795

Invoice Date: 04/15/18

PO Number: B0353034

Check Number: E0066728

Check Amount: \$ 39,976.29

Check Date: 04/26/2018

Department ID: 00825

Reviewer Name:

Voucher Number: V0509824

Redaction Type: None

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

Document Below



ZEHNDER

# INVOICE

Zehnder Communications  
650 Poydras Street  
Suite 2450  
New Orleans, LA 70130  
Phone: 504-558-7778  
Fax: 504-558-7779

INVOICE # INV-32795  
INVOICE Date 4/15/2018  
Due Date 5/15/2018  
Terms Net 30

College of DuPage  
Laurie Jorgensen  
BIC 1641B  
425 Fawell Blvd.  
BIC 1641  
Glen Ellyn, IL 60137

March 2018

**AP VERIFIED**  
**04/23/18 - ROBERT MAREK**

March 2018 Billing

COD Video

Project

17COD022: COD Video

Time Detail

Service

Amount

Account Service Group Director

\$47.50

Production Artist

\$236.25

Project Management Supervisor

\$193.75

Project Manager

\$137.50

Labor Subtotal: \$615.00

\$615.00

New Radio

Project

17COD023: New Radio

Time Detail

Service

Amount

Production Artist

\$26.25

Project Management Supervisor

\$232.50

Labor Subtotal: \$258.75

\$258.75

COD Paid Net Media Costs - Online

Project

17COD028: COD Paid Net Media Costs - Online

Expense Detail

Description

Amount

Media Placement - MEDIA IQ

\$4,979.87

Media Placement - PANDORA

\$4,500.00

Media Placement - HULU

\$5,743.37

Expense Subtotal: \$15,223.24

\$15,223.24

Facebook Image Refresh

Project

18COD010: Facebook Image Refresh

Time Detail

Service	Amount
Production Artist	\$183.75
Project Management Supervisor	\$155.00
Project Manager	\$137.50
Labor Subtotal:	\$476.25
	\$476.25
COD Paid Net Media Costs - Radio	\$23,403.05
COD Paid Media Costs - Radio	
Project 17COD029: COD Paid Net Media Costs - Radio	
Expense Detail	
Description	Amount
Media Placement - WTMX-FM	\$5,100.00
Media Placement - WBBM-FM	\$3,944.00
Media Placement - WKSC-FM	\$5,100.00
Media Placement - WGCI-FM	\$2,422.50
Media Placement - WKQX-FM	\$4,709.00
Expense Subtotal:	\$21,275.50
	\$21,275.50
Radio Management (10% of Net Invoiced)	\$2,127.55
INVOICE Subtotal	\$39,976.29
Sales Tax	\$0.00
INVOICE Total	\$39,976.29
Less Applied Payments	\$0.00
Less Advance Billings	\$0.00
Amount Due	\$39,976.29

Please note that all payments should be remitted to our New Orleans office (address shown above).  
FIN: 72-1324835

BQ # 353034

acct # 01-90-10825-5407001

4-18-18



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From: metcalf@cod.edu  
Sent: Thu Apr 19 09:24:24 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: Zehnder 4-18-18 1of2.pdf  
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**Marek, Robert**

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**From:** Virgilio, David  
**Sent:** Wednesday, April 25, 2018 11:05 AM  
**To:** Mosher, Jill; Marek, Robert  
**Subject:** Fwd: BOARD APPROVAL REQUIRED: PENDING PAYMENTS > \$25K WITH PRIOR BOARD APPROVAL

FYI

-DV

Begin forwarded message:

**From:** "Deanne M. Mazzochi" <[DMazzochi@rmmslegal.com](mailto:DMazzochi@rmmslegal.com)>  
**Date:** April 25, 2018 at 11:03:07 AM CDT  
**To:** "Virgilio, David" <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Cc:** "Mazzochi, Deanne" <[bot-mazzochid@cod.edu](mailto:bot-mazzochid@cod.edu)>, "Brady, Scott" <[bradys310@cod.edu](mailto:bradys310@cod.edu)>, "Mosher, Jill" <[mosher@cod.edu](mailto:mosher@cod.edu)>, "Refakes, Eugene" <[refakese@cod.edu](mailto:refakese@cod.edu)>, "Rondeau, Ann" <[rondeau@cod.edu](mailto:rondeau@cod.edu)>, "Caputo, Brian" <[caputob@cod.edu](mailto:caputob@cod.edu)>, "Kness, John" <[knessj@cod.edu](mailto:knessj@cod.edu)>  
**Subject:** Re: BOARD APPROVAL REQUIRED: PENDING PAYMENTS > \$25K WITH PRIOR BOARD APPROVAL

Then good to go, thanks.  
DMM

Sent from my BlackBerry 10 smartphone.

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**From:** Virgilio, David  
**Sent:** Wednesday, April 25, 2018 11:46 AM  
**To:** Deanne M. Mazzochi  
**Cc:** Mazzochi, Deanne; Brady, Scott; Mosher, Jill; Refakes, Eugene; Rondeau, Ann; Caputo, Brian; Kness, John  
**Subject:** Re: BOARD APPROVAL REQUIRED: PENDING PAYMENTS > \$25K WITH PRIOR BOARD APPROVAL

Sorry for the delay, yes, that one was previously approved by the Board on 10/19/17. Apologize, the date was cut off on the grid below.

-DV

On Apr 25, 2018, at 7:51 AM, Deanne M. Mazzochi <[DMazzochi@rmmslegal.com](mailto:DMazzochi@rmmslegal.com)> wrote:

The Romaas one, is that a total under 50k that admin can do independently, or is that a BOT approval?

The remainder are ok to pay.

Sent from my BlackBerry 10 smartphone.

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**From:** Virgilio, David  
**Sent:** Wednesday, April 25, 2018 7:28 AM  
**To:** Mazzochi, Deanne; Deanne M. Mazzochi

**Cc:** Brady, Scott; Mosher, Jill; Refakes, Eugene; Rondeau, Ann; Caputo, Brian; Kness, John  
**Subject:** FW: BOARD APPROVAL REQUIRED: PENDING PAYMENTS > \$25K WITH PRIOR BOARD APPROVAL

Chair Mazzochi, good morning!

I am sending this along on Scott's behalf while he is off for a few days. Please reply with your approval to release.

Please let us know if you have any questions, 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](#)*

The list below represents payments that are \$25,000 or greater. Contractual Services or Equipment Purchases were previously approved by the Board. The approval date is so noted in accordance with the respective BOT minutes. We are requesting the Board's approval to release payment to the vendors listed below.

<b>PAYEE (VENDOR)</b>	<b>AMOUNT</b>	<b>Invoice#</b>	<b>DESCRIPTION</b>
RoMAAS Inc.	\$33,511.00	Pay Application #2	Learning Commons West Building Remodeling
McGraw-Hill Global Education Holdings, LLC.	\$28,770.00	Invoice. No. - 102585187001	Placement Tests for Assessment and Testing Lab. BOT approved 1/18/18.
Reed Construction	\$27,597.00	Pay Application #6 (Final Payment)	DuPage Cadaver Lab Renovation. BOT approved 5/18/17.
Zehnder	\$39,976.29	Invoice No. - 32795	Annual Advertising. BOT approved 6/22/17.
<b>GRAND TOTAL</b>	<b>\$129,854.29</b>		

Jill Mosher  
Accounts Payable Supervisor  
College of DuPage  
425 Fawell Boulevard

Glen Ellyn, IL 60137

[mosher@cod.edu](mailto:mosher@cod.edu)

630-942-2293

04/26/18

Zehnder Communications, Inc.  
650 Poydras St. Ste 2450  
New Orleans LA 70130

College of DuPage

Dear Zehnder Communications, Inc.,  
The following payment has been sent to your account. Funds are  
generally released on Fridays and actual posting times are determined  
by your receiving financial institution.

Routing Number : 065400153  
Bank Account Number: \*\*\*\*3552  
E-Check Number : E0066728  
E-Check Date : 04/26/18  
E-Check Amount : 39,976.29

04/15/18 March 2018 Billing	INV-32795	39,976.29
	Total:	39,976.29