

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1554386
Vendor Name: Louis Glunz Wines, Inc.
Invoice Number: G-1548827
Invoice Date: 07/11/18
PO Number: P0359147
Check Number: 0237679
Check Amount: \$ 2,468.75
Check Date: 07/24/2018
Department ID: 11301
Reviewer Name:
Voucher Number: V0521628
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

1554386

07/24/2018

0237679

G-1548827	V0521628	Underwood Pinot Gris	0560113015408001	790.00
G-1548827	V0521628	Underwood Pinot Noir	0560113015408001	888.75
G-1548827	V0521628	Underwood Rose 24/37ml	0560113015408001	790.00

Ellen New Gowan

7/25/18

2,468.75

0237679

PAY ONLY TWO THOUSAND FOUR HUNDRED SIXTY EIGHT AND 75/100 DOLLARS

07/24/2018

\$*****2,468.75

Louis Glunz Wines, Inc.
630 Margate Dr
Lincolnshire IL 60069
UNITED STATES OF AMERICA


Louis Glunz Wines, Inc.

 630 Margate Dr.
 Lincolnshire, IL 60069
 (847) 793-0800
 (847) 793-0800
<http://glunzdistrib.com/>
College of Dupage (Community College Dis

 McAninch Arts Center
 425 Fawell Boulevard
 Glen Ellyn, IL 60137
 1A0101653
 Janet Fix

NET 30

Please deliver on Wed 11 July between 11-5

Date	Invoice	Load Sheet	Vendor	PO Number	Route	Customer	Deliveryman	Salesman
7/11/2018	G1548827	27680			Western Suburbs	27042	csatur	bhunt

ID	QTY	PRODUCT	PRICE	DISC	NET	BOTTLE	TOTAL
2299	8	Underwood Pinot Gris 24/375ml Cans 2016	\$145.27	\$46.52	\$98.75	\$4.11	\$790.00
2300	9	Underwood Pinot Noir 24/375ml Cans 2016	\$145.27	\$46.52	\$98.75	\$4.11	\$888.75
2621	8	Underwood Rose 24/375ml Cans 2017	\$145.27	\$46.52	\$98.75	\$4.11	\$790.00

AP VERIFIED
07/25/18 - BETHANY CRUSE

 Please hold check for pickup by
 Ellen McGowan (x3009).

Need by:

ASAP

Thank you!

Ellen McGowan
056011301 5468001
\$2468.75
61 Beer Wine LAK 9
PO# 359147
7/17/18
7/18/18

3 25 1: 14% 59.4387 Gallons \$1,163.00

As mandated by 235 ILCS 5/6-5, failure to remit full payment for this invoice within 30 days of the date of invoice or date of delivery will result in your account being placed on the ILCC Delinquent List. Distributors are prohibited from selling wine or spirits to retailers on the ILCC Delinquent List. Should you believe there is a bona fide dispute reflected in this invoice, please immediately contact our credit department. If your account is placed on the ILCC Delinquent List and we refer your account for collection by an attorney who is not our employee, the Total Amount Due will also include, to the extent permitted by applicable law, our actual collection costs, including court costs and reasonable attorney fees.

PLEASE NOTE: We cannot be responsible for damage and/or shortage once receipt of goods is acknowledged with signature.

Sub Total	\$2,468.75
County Tax	\$0.00
City Tax	\$0.00
Deposits	\$0.00
Total	\$2,468.75

X

Received By Signature

Printed Name

Deliveryman Signature

\$0.00

ROA

Check Number

MEMO TO: Dr. Ann Rondeau

FROM: Ellen McGowan
Business Manager, Arts Center

DATE: June 28, 2018

SUBJECT: Approval for MAC Alcohol Purchase

Dr. Rondeau,

Per Ellen Roberts, we must have the President's permission to sell alcoholic products, based on Administrative Policy 15-30. This policy states: "As a general policy, alcoholic beverages are not to be served on College premises. Upon specific authorization by the College President, pursuant to exceptions to the general policy may be made." Ellen Roberts interprets this policy to mean that the President must authorize the serving of alcohol on College premises, including purchases for resale.

As College of DuPage has a State of Illinois liquor license to sell alcohol at events, the MAC needs to move forward with sales of alcohol at all MAC events for Fiscal Year 2019. This revenue will be approximately \$102,200 for FY19 with a product cost of around \$39,000 from a variety of vendors, including Breakthru, Euclid, Superior Beverage, Southern Wine and Spirits, and a few others. No one vendor alone is \$25,000 or more; therefore, Board approval is not required.

There are blanket orders and individual invoices that must be paid for which Ellen Roberts requests you sign off. The MAC requests that you give us a 'blanket permission' to sell and pay for all invoices of alcohol purchases for resale at the MAC for FY19. The MAC will then attach this document to all future purchase/blanket orders and invoices.

Thank you for your approval.

Ellen McGowan

I authorize the MAC to sell/serve alcohol products at all MAC events for Fiscal Year 2019 under the State of Illinois liquor license issued to College of DuPage.

Brian W. Caputo, VP/CFD

6/28/18

for Dr. Ann Rondeau
President
College of DuPage

Date

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: July 23, 2018
SUBJECT: Request for Manual Checks 4

Brian,

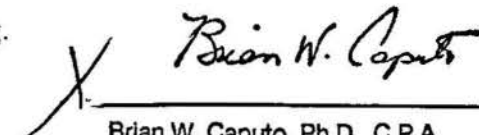
Please approve these manual check requests for payment to:

Breakthru Beverage (Alcohol Payment due within 30 days)	1,438.50
Louis Glunz Wines, Inc. (Alcohol Payment due within 30 days)	2,468.75
Potbelly Sandwich Works, LLC (Hospitality Summer Shows 2018)	882.05
Sonnenzimmer LLC (Portfolio Project Printing)	1,487.42

These vendors need payment asap. We cannot wait until the next check run in mid-August.

Thank you for your help and understanding.

Ellen McGowan



Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

Attachments

Please hold check for pickup by
Ellen McGowan (x3009).

Need by:

ASAP Thank you! 7/24