

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1487307

Vendor Name: Sonnenzimmer

Invoice Number: 715.3-I

Invoice Date: 06/11/18

PO Number: P0358846

Check Number: 0237683

Check Amount: \$ 1,487.42

Check Date: 07/25/2018

Department ID: 12301

Reviewer Name:

Voucher Number: V0521636

Redaction Type: None

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

Document Below

SONNENZIMMER

REQ# 667475
DRAFTED

FY19

Invoice

Cleve Carney Gallery - Portfolio Production

From

Sonnenzimmer LLC
4045 N Rockwell St, 3rd Floor
Chicago IL 60618
United States of America

Date

2018 Jun 11

Invoice No.

715.3 - I

PO#358846
ok to close

SONNENZIMMER

To

Justin Witte / Cleve Carney Art Gallery
425 Fawell Blvd
Glen Ellyn IL 60137
United States of America

Invoice Due

2018 Jun 11

USD 1,487.42

Due USD 1,487.42

AP VERIFIED

07/25/18 - ROBERT MAREK

Description	Quantity	Rate	Amount (USD)
Item: Screen printed Portfolio Folder Quantities: 25 Size: ca. 22.25x 30.5", final size tbd Films: 2 large format films Ink: 2 quarts water-based acrylic, custom colors Screens, emulsion, exposure, set-up: 2 screens Printing on American Tempo Paper: Special GP-Album oversized duplex cover stock Scoring: manually Deliverables: 25 Screen printed Portfolio Folder	1	622.50 (folders)	622.50

Item: Screen printed Portfolio Certificates Quantities: 25 Size: ca. 10 x 30", final size tbd Films: 2 mid-size format films Ink: 2 quarts water-based acrylic, custom colors Screens, emulsion, exposure, set-up: 2 screens Printing on American Tempo Paper: Cougar Natural Deliverables: 25 screen printed portfolio cover sheets	1	417.50 (certificates)	417.50
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Other items: Chop: 1 dye via Hitmarking.com = \$59.95 + \$12.11 shipping (reusable) Polybags: via Bagsunlimited 22.5" x 36" = \$182.31 Custom Stickers*: via Nextdayflyers = \$28.95 + \$17.77 shipping Glassine: via Talas online Sheets \$47.25 + \$12.03 shipping Portfolio Paper: Special GP-Album oversized duplex cover stock \$50.00 Certificate Paper: Cougar Natural \$37.05	1	447.42 (other items)	447.42
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Subtotal 1,487.42

Total Due (USD) 1,487.42

Invoice Notes

Please render payment to: Sonnenzimmer LLC

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

Need by:

ASAP

Thank you!

Phone: 773-588-1844

Email: info@sonnenzimmer.com

Web: http://www.sonnenszimmer.com

01-30-12301-5402001
63 PRINT CATALOG G19-PORTFOLIO
Ellen McGowan

07/25/18

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

Brian,

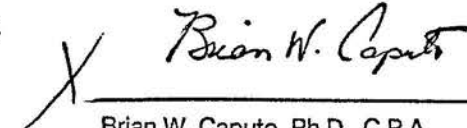
Please approve these manual check requests for payment to:

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
Sonnenszimmer 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! **TUESDAY 7/24**

From: marekr@cod.edu
Sent: Tue Jul 24 15:28:43 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

Bobby Marek Accounts Payable Team Leader Cash Disbursements/Payroll Department College of DuPage
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599 phone 630-942-2229 l marekr@cod.edu
-----Original Message----- From: marekr@cod.edu Sent: Tuesday, July 24, 2018 3:26 PM To: Marek, Robert
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 Multifunction Printer
Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]