

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: 90E3501457

Invoice Date: 06/29/18

PO Number: P0357816

Check Number: 0237950

Check Amount: \$ 4,606.41

Check Date: 08/15/2018

Department ID: 02738

Reviewer Name:

Voucher Number: V0519219

Redaction Type: None

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

Document Below

# PROforma

ONE SOURCE. INFINITE RESOURCES:

Proforma Premiums

Telephone: (630) 844-3147

Email: sue.franzen@proforma.com

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Business address

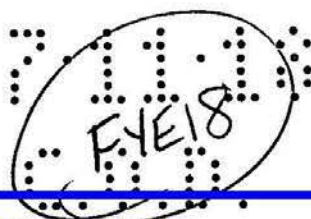
College of Dupage

Attn: Julie Koniczyk

425 Fawell Blvd.

Glen Ellyn, IL 60137

REC'D



## Invoice

Invoice # ..... 90E3501457

Document date ..... 6/29/2018

Page ..... 1 of 2

Sales order ..... S0E35001596

Customer PO# ..... 357816

Your ref. .... T-shirts, Totes, Bottles-B:

Entered by ..... SUF

Payment Terms .... Net 30

Invoice account .... C0E3500193

Customer account: C0E3500193

Salesperson ..... Sue Franzen

Delivery address

College of Dupage

Shp. & Rec #357816

425 Fawell Blvd.

Glen Ellyn, IL 60137

AP VERIFIED

07/12/18 - BETHANY CRUSE

Item	Description	Quantity	Unit	Unit price	Amount
ST350	Adult T-shirts Green Embroidered left chest  8 xsmall 18 small 30 medium 17 large 2 xlarge	75	EA	9.5000	712.5000
8050-12	High Sierra Impact Backpack Black White imprint	72	EA	22.0000	1,584.0000
Setup	repeat set-up charge for bottles	1	EA	12.5000	12.5000
1624-74	Copper Vacuum Insulated Bottle Rose Gold Black imprint both sides of bottle	132	EA	10.5000	1,386.0000
Setup	set-up charge	1	EA	12.5000	12.5000
Subtotal	Freight subtotal	Tax Amount		Invoice Amount	
Continued	Continued	Continued		*Continued* USD	

## Original Invoice REMITTANCE ADVICE

Please detach this portion and return with your payment

### PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3501457	6/29/2018	*Continued*	USD

Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

# PROforma

ONE SOURCE. INFINITE RESOURCES:

## Proforma Premiums

Telephone... (630) 844-3147

Email..... sue.franzen@proforma.com

### Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

### Business address

College of DuPage

Attn: Julie Konczyk

425 Fawell Blvd.

Glen Ellyn, IL 60137

## Invoice

Invoice # ..... 90E3501457

Document date ..... 6/29/2018

Page ..... 2 of 2

Sales order ..... S0E35001596

Customer PO# ..... 357816

Your ref. .... T-shirts, Totes, Bottles-B:

Entered by ..... SUF

Payment Terms .... Net 30

Invoice account.... C0E3500193

Customer account: C0E3500193

Salesperson..... Sue Franzen

FYE18

### Delivery address

College of Dupage

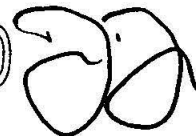
Ship & Rec #357816

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
Freight non-taxable	Freight non-taxable	1	EA	245.0000	245.0000

APPROVED



JUL 10 2018

Subtotal	Freight subtotal	Tax Amount	Invoice Amount
3,707.50	245.00	0.00	\$3,952.50 USD

## Original Invoice REMITTANCE ADVICE

Please detach this portion and return with your payment

### PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3501457	6/29/2018	\$3,952.50	USD

### Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

### Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1512676  
Vendor Name: Sue Franzen  
Invoice Number: 90E3501463  
Invoice Date: 07/06/18  
PO Number: P0357430  
Check Number: 0237950  
Check Amount: \$ 4,606.41  
Check Date: 08/15/2018  
Department ID: 00821  
Reviewer Name: None  
Voucher Number: V0521747  
Redaction Type: None  
Document Type: AP Invoice

Document Below



ONE SOURCE. INFINITE RESOURCES:

Proforma Premiums

Telephone...: (630) 844-3147

Email.....: sue.franzen@proforma.com

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Business address

College of DuPage

Attn: Ellen Farrow

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice # .....: 90E3501463

Document date ....: 7/6/2018

Page .....: 1 of 1

Sales order .....: S0E35001582

Customer PO#.....: 357430

Your ref. ....: Green Pens - Ellen Farro

Entered by .....: SUF

Payment Terms ....: Net 30

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

Delivery address

College of Dupage

Shipping & Rec #357430

425 Fawell Blvd.

Glen Ellyn, IL 60137

**APPROVED**  
**08/08/18 - KAREN KUHN**

Item	Description	Quantity	Unit	Unit price	Amount
Green pens	islimster twist ultra pens Green Silver imprint	1,000	EA	0.3900	390.0000
Setup	set-up charge	1	EA	25.0000	25.0000
Freight non-taxable	Freight non-taxable	1	EA	26.9600	26.9600

<u>Subtotal</u>	<u>Freight subtotal</u>	<u>Tax Amount</u>	<u>Invoice Amount</u>	
415.00	26.96	0.00	<b>\$441.96</b>	USD

**Original Invoice**  
**REMITTANCE ADVICE**

Please detach this portion and return with your payment

**PAY THIS AMOUNT**

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3501463	7/6/2018	<b>\$441.96</b>	<b>USD</b>

**Invoice-to**

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

**Remit-to**

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

-----  
From: cernicke@cod.edu  
Sent: Mon Jul 23 09:17:59 CDT 2018  
To: invoicing@cod.edu,schultz60@cod.edu  
CC:  
Subject: FW: College of DuPage PO 357430  
-----

Hello A/P & Kristy,

Kristy Schultz is requesting further direction on processing an invoices. Kristy, Accounts Payable will be able to assist. They can also be reached at EXT 2228.

Kind Regards,

Beth Cernick  
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2813 | F: (630) 942.4201 | [cernicke@cod.edu](mailto:cernicke@cod.edu)

**From:** Schultz, Kristy  
**Sent:** Monday, July 23, 2018 8:28 AM  
**To:** Cernick, Elizabeth <[cernicke@cod.edu](mailto:cernicke@cod.edu)>  
**Subject:** RE: College of DuPage PO 357430

Hi Beth,

Please find attached the invoice for PO 357430.

Can you please let me know how we go about making payment to Proforma?

Thanks much,  
Kristy

**Kristy Schultz**  
Administrative Assistant  
**College of DuPage**  
Office of Institutional Advancement  
425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA  
Phone (630) 942-3088 | [schultz60@cod.edu](mailto:schultz60@cod.edu)

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**From:** Franzen, Sue <[sue.franzen@proforma.com](mailto:sue.franzen@proforma.com)>  
**Sent:** Tuesday, June 5, 2018 1:04 PM  
**To:** Cernick, Elizabeth <[cernicke@cod.edu](mailto:cernicke@cod.edu)>  
**Cc:** Schultz, Kristy <[schultz60@cod.edu](mailto:schultz60@cod.edu)>  
**Subject:** RE: College of DuPage PO 357430

Hi Beth and Kristy,

Thank you for bringing that PO to my attention.  
I do have the PO but am awaiting the artwork.  
I've reached out to Ellen and artwork will be available later this week.

PO should be invoiced within the next two weeks.  
Thank you.

**\*\*Out of Office June 6 – 11th \*\***

**Sue Franzen**  
**Proforma Premiums**

Franchise Owner

520 Kingsway Drive

Aurora, IL 60506

630.844.3147

<https://proformapremiums.espwebsite.com/>



**From:** Cernick, Elizabeth <cernicke@cod.edu>  
**Sent:** Tuesday, June 5, 2018 12:25 PM  
**To:** Franzen, Sue <sue.franzen@proforma.com>  
**Cc:** Schultz, Kristy <schultzk60@cod.edu>  
**Subject:** College of DuPage PO 357430

Hello Sue,  
Can you please confirm if this order was processed. Please reply to both Kristy Schultz, copied on this email, and myself.

Thank you!  
Beth

Kind Regards,

Beth Cernick  
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2813 | F: (630) 942.4201 | [cernicke@cod.edu](mailto:cernicke@cod.edu)

From: "Franzen, Sue" <sue.franzen@proforma.com >  
To: "Schultz, Kristy" <schultzk60@cod.edu >  
CC: "Farrow, Ellen" <farrowe535@cod.edu >  
Subject: RE: Email proof for pens  
Date: Thu, 19 Jul 2018 11:55:21 +0000  
Message-ID: <MW2PR07MB4123109E490D570F6E62817588520@MW2PR07MB4123.namprd07.prod.outlook.com >

Hi Kristy,

Thank you for following-up on the order.  
To date, payment has not been received.  
I attached the invoice for your convenience.

Thanks again,

**Sue Franzen**

**From:** Schultz, Kristy <schultzk60@cod.edu>  
**Sent:** Wednesday, July 18, 2018 2:55 PM  
**To:** Franzen, Sue <sue.franzen@proforma.com >  
**Cc:** Farrow, Ellen <farrowe535@cod.edu>  
**Subject:** FW: Email proof for pens

Hi Sue,

Did you ever receive payment for the order attached?

Thanks,  
Kristy

**Kristy Schultz**

Administrative Assistant

**College of DuPage**

Office of Institutional Advancement

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

Phone (630) 942-3088 | [schultzk60@cod.edu](mailto:schultzk60@cod.edu)

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**From:** Franzen, Sue <sue.franzen@proforma.com >  
**Sent:** Tuesday, June 12, 2018 8:13 AM  
**To:** Farrow, Ellen <farrowe535@cod.edu >  
**Subject:** Email proof for pens

Hi Ellen,  
The email proof for the pens is attached for your review and approval.  
Please review and let me know if this is approved or if you would like changes.

Thanks so much for your help.



**Sue Franzen**

**Proforma Premiums**

Franchise Owner

520 Kingsway Drive

Aurora, IL 60506

630.844.3147

<https://proformapremiums.espwebsite.com/>

**PRO**forma

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: 90E3501477

Invoice Date: 07/23/18

PO Number: P0359014

Check Number: 0237950

Check Amount: \$ 4,606.41

Check Date: 08/15/2018

Department ID: 02737

Reviewer Name:

Voucher Number: V0521754

Redaction Type: None

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

Document Below

## Proforma Premiums

Telephone...: (630) 844-3147

Email.....: sue.franzen@proforma.com

### Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

### Business address

College of DuPage

Attn: Susan Landers

425 Fawell Blvd.

Glen Ellyn, IL 60137

## Invoice

Invoice # .....: 90E3501477

Document date ....: 7/23/2018

Page .....: 1 of 1

Sales order .....: S0E35001609

Customer PO#.....: 359014

Your ref. ....: Polos - COD/GenCyber -

Entered by .....: SUF

Payment Terms ...: Net 30

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

**3 WAY MATCH**

### Delivery address

College of DuPage

Shipping & Rec #359014

425 Fawell Blvd.

Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
Polos	Hunter Green Polos COD/GenCyber logo left chest  1 large 7 xlarge 2 2xlarge	10	EA	18.0000	180.0000
Freight non-taxable	Freight	1	EA	31.9500	31.9500

<u>Subtotal</u>	<u>Freight subtotal</u>	<u>Tax Amount</u>	<u>Invoice Amount</u>
180.00	31.95	0.00	\$211.95 USD

## Original Invoice REMITTANCE ADVICE

Please detach this portion and return with your payment

### PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3501477	7/23/2018	\$211.95	USD

### Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

### Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

-----  
From: sue.franzen@proforma.com  
Sent: Mon Jul 23 13:06:14 CDT 2018  
To: invoicing@cod.edu  
CC: landerss@cod.edu,konczyk@cod.edu  
Subject: Invoice for your PO#359014  
-----

Attached please find the invoice for additional polos order for Susan and Julie.

Thank you.

**Sue Franzen**  
**Proforma Premiums**

Franchise Owner

520 Kingsway Drive

Aurora, IL 60506

630.844.3147

<https://proformapremiums.espwebsite.com/>



PROforma