

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1214718

Vendor Name: Scrubs Etc. Inc.

Invoice Number: 7755

Invoice Date: 06/26/18

PO Number: P0358428

Check Number: E0068996

Check Amount: \$ 90.70

Check Date: 08/29/2018

Department ID: 00141

Reviewer Name:

Voucher Number: V0520856

Redaction Type: None

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

Document Below

SCRUBS ETC INC

100 E Roosevelt Rd STE 32
Villa Park, IL 60181
630-953-0731
630-953-0765(FAX)

Invoice

Date	Invoice #
6/26/2018	7755

Bill To	Ship To
College Of DuPage	
<div style="border: 2px solid blue; padding: 10px; text-align: center;"> AP VERIFIED 08/22/18 - ROBERT MAREK </div>	

P.O. No.	Terms
358428	NET 15

Item	Quantity	Description	Price	Amount
EMB #5094	3	EMB	9.00	27.00
84406 LAB COA...	1	84406 LAB COAT DWHZ M	22.40	22.40T
84406 LAB COA...	1	84406 LAB COAT DWHZ 2X	23.80	23.80T
81404 LAB COA...	1	81404 LAB COAT DWHZ L	17.50	17.50T
		Tax item used for transactions created in QuickBooks POS	0.00%	0.00
<i>D. Chapman</i> 8-20-18				

We thank you for your business, We appreciate your prompt payment

Total	\$90.70
--------------	----------------

From: marekr@cod.edu
Sent: Tue Aug 21 15:04:43 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Invoices Stuck in iScript Perceptive Queue

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: Walker, Janelle
Sent: Tuesday, August 21, 2018 12:51 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Invoices Stuck in iScript Perceptive Queue

Attached are the signed invoices. Thank you!

Janelle Walker, RN, BSN
Nursing Lab Assistant
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
630-942-2569

From: Marek, Robert
Sent: Monday, August 20, 2018 10:59 AM
To: Walker, Janelle <walkerj386@cod.edu>
Subject: Invoices Stuck in iScript Perceptive Queue

Hi Janelle,

The attached two invoices keep getting stuck in the iScript queue in Perceptive, and there doesn't seem to be any way to route them to Debra Gurney or Marianne Hunnicutt for final approval. I think it may be an issue with how Debra Gurney was set up as an approver, which is an IT issue that I'll work with Jill on. In the meantime, would you be able to get Debra's or Marianne's hand signature on these invoices and send them back either electronically or via interoffice mail? The Scrubs invoice is especially dated, and I don't want to hold it up much longer. They are actually an ACH vendor, so if you can get the invoice approved for me by Wednesday morning, we can pay that out in this week's disbursement.

Sorry for the delay/inconvenience on these. This is truly an issue with Perceptive and not something that I was ignoring or forgot about.

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

From: walkerj386@cod.edu
Sent: Tue Jun 26 11:09:42 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Fw: Invoice 7755 from SCRUBS ETC INC

Please process the attached invoice for PO#358428
Thank you.
Janelle Walker
Nursing Lab Assistant
College of DuPage

From: Ericson, Melissa
Sent: Tuesday, June 26, 2018 10:34 AM
To: Walker, Janelle
Subject: FW: Invoice 7755 from SCRUBS ETC INC

*Best Regards,
Melissa*

From: Russ Christensen <russ@scrubsetcinc.com>
Sent: Tuesday, June 26, 2018 10:30 AM
To: Ericson, Melissa <ericsonm@cod.edu>
Subject: Invoice 7755 from SCRUBS ETC INC

SCRUBS ETC INC

Invoice Due: 06/26/2018
7755

Amount Due: **\$90.70**

Dear coll :

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

SCRUBS ETC INC
630-953-0731