

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051761

Vendor Name: Mrs Paula M. Cebula

Invoice Number: BO359381

Invoice Date: 10/02/18

PO Number: B0359381

Check Number: E0069500

Check Amount: \$ 3,330.00

Check Date: 10/03/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0529735

Redaction Type: None

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

Document Below

Mosher, Jill

From: Chambers, Ami
Sent: Tuesday, October 16, 2018 1:56 PM
To: Mosher, Jill
Cc: Zale, Megan; Virgilio, David
Subject: Re: food truck VIP revenues

Chrome File Edit View History Bookmarks People Window Help

Groupon Merchant Center

Secure https://www.groupon.com/merchant/center/voucher-list

44 total vouchers

Lilibeth Ram	10/13/2018: VIP Entrance for Two	Oct 8, 2018 2:17 PM	
Serrina Ann Serrano	10/13/2018: VIP Entrance for Two	Oct 7, 2018 10:08 PM	
Michael Carpenter	10/13/2018: VIP Entrance for Two	Oct 6, 2018 10:29 PM	Add totals
Yvonne katz	10/13/2018: VIP Entrance for Two	Oct 6, 2018 1:15 PM	
Ei Kon	10/13/2018: VIP Entrance for Six	Oct 6, 2018 11:02 AM	
Kimberly James	10/13/2018: VIP Entrance for Four	Oct 6, 2018 8:11 AM	Add totals
Brandon Todd	10/13/2018: VIP Entrance for Four	Oct 6, 2018 7:56 AM	Add totals
Lindsay Prombaum	10/13/2018: VIP Entrance for Two	Oct 6, 2018 4:59 AM	
Mark Carlson	10/13/2018: VIP Entrance for Two	Oct 5, 2018 7:23 PM	Add totals
Amy Camp	10/13/2018: VIP Entrance for Four	Oct 5, 2018 4:21 PM	

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Campaign Management
Reporting
Payments
Voucher List
Customers
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Working with Groupon
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Food Truck Rally and Sunset 5K
Admin
Change Account
Sign Out

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From: "chambersa@cod.edu" <chambersa@cod.edu>
Date: Tuesday, October 16, 2018 at 1:51 PM
To: "Mosher, Jill" <mosher@cod.edu>

Cc: "Zale, Megan" <zalem113@cod.edu>, "Virgilio, David" <virgiliod@cod.edu>

Subject: Re: food truck VIP revenues

Hi Jill-

Please see the attached signed check request and screen shot from Groupon below. Let me know if you need anything else.

Thanks, EVERYONE!

-Ami

From: "Virgilio, David" <virgiliod@cod.edu>

Date: Tuesday, October 16, 2018 at 8:40 AM

To: "chambersa@cod.edu" <chambersa@cod.edu>

Cc: "Zale, Megan" <zalem113@cod.edu>

Subject: RE: food truck VIP revenues

Ok -- just talked to Jill... she is ok processing the refund through A/P. I attached a mostly completed check request form for you. Can you include a brief description, sign it, and send back directly to Jill? Include anything else you have as backup... if there are emails from Amy, or anything you have from Groupon showing she initially made the purchase... stuff like that. Jill will check to see if Amy is set up in the system as ACH; if not, we'll cut her a paper check on the next paper check run...

Let me know if you have any questions, but at this point Jill is caught up so she will be able to answer or clarify anything as well.

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

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From: Virgilio, David

Sent: Monday, October 15, 2018 4:02 PM

To: Chambers, Ami <chambersa@COD.EDU>

Cc: Zale, Megan <zalem113@COD.EDU>

Subject: RE: food truck VIP revenues

Thanks!

David P. Virgilio, CPA

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Sent: Monday, October 15, 2018 4:00 PM
To: Virgilio, David <virgiliiod@cod.edu>
Cc: Zale, Megan <zalem113@cod.edu>
Subject: Re: food truck VIP revenues

Yes, that is her.

From: "Virgilio, David" <virgiliiod@cod.edu>
Date: Monday, October 15, 2018 at 3:28 PM
To: "chambersa@cod.edu" <chambersa@cod.edu>
Cc: "Zale, Megan" <zalem113@cod.edu>
Subject: RE: food truck VIP revenues

Ami,

Do you know if she is an adjunct professor? I am finding an Amy Lynn Camp, employee ID 0414407, exists in Colleague.

Let me know when you get a minute, thanks!

David P. Virgilio, CPA
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From: Chambers, Ami
Sent: Monday, October 15, 2018 3:25 PM
To: Virgilio, David <virgiliiod@cod.edu>
Cc: Zale, Megan <zalem113@cod.edu>
Subject: Re: food truck VIP revenues

Her name is Amy Camp and she paid \$24.

From: "Virgilio, David" <virgiliiod@cod.edu>
Date: Monday, October 15, 2018 at 11:03 AM
To: "chambersa@cod.edu" <chambersa@cod.edu>
Cc: "Zale, Megan" <zalem113@cod.edu>
Subject: RE: food truck VIP revenues

Thanks! Send us the individual's information, and how much we need to refund them. We can probably send the payment through accounts payable and post it against this same revenue account; but I'll have to talk with Jill to see how we can make that happen.

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From: Chambers, Ami

Sent: Monday, October 15, 2018 10:59 AM

To: Virgilio, David <virgiliod@cod.edu>

Cc: Zale, Megan <zalem113@cod.edu>

Subject: Re: food truck VIP revenues

That's perfect, thank you! We will be getting a check from Groupon. Didn't do too bad considering we had a week to promote it and it was our first attempt! I'll let you know when I have more information on that. Should be this week. There was one lady who showed up late and wants a refund. I think that will have to come from the College because Groupon won't do it. Anything special needed for that or should I check with the Cashier's office? Maybe not even them? Sorry, my brain is fried. Feel free to set me straight.

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Cc: "Zale, Megan" <zalem113@cod.edu>

Subject: food truck VIP revenues

Hi Ami,

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Thanks!!

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From: marekr@cod.edu
Sent: Tue Oct 16 15:37:28 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, October 16, 2018 3:27 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]