

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1246839  
Vendor Name: Fastsigns - Naperville  
Invoice Number: 76-84767  
Invoice Date: 10/08/18  
PO Number: P0358599  
Check Number: 0241602  
Check Amount: \$ 872.12  
Check Date: 10/17/2018  
Department ID: 00446  
Reviewer Name: None  
Voucher Number: V0530439  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: townej@cod.edu  
Sent: Tue Oct 09 09:21:46 CDT 2018  
To: invoicing@cod.edu  
CC: swoped28@cod.edu  
Subject: FW: Past due invoice  
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Hello,

Please see the attached invoice.

Thank you,

*Jordan Towne*  
*Purchasing Expeditor*



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

- [Click Here for current bids/Rfps!](#)
- [COD: Check out our Team Site!](#)

**From:** Swope, David  
**Sent:** Tuesday, October 9, 2018 9:17 AM  
**To:** Towne, Jordan <[townej@cod.edu](mailto:townej@cod.edu)>  
**Subject:** FW: Past due invoice  
**Importance:** High

Hello Jordan,

Let me know what I have to do to get this paid.

I don't know why it is lingering this long.

Thanks,

David A. Swope Sr.  
Manager, Center for Student Diversity and Inclusion  
**College of DuPage**  
Student Affairs | 425 Fawell Blvd | Glen Ellyn, IL 60137 |  
SSC Office 2225E | [swoped28@cod.edu](mailto:swoped28@cod.edu) | o: 630-942-2565 | c: 630.699.1881 | f: 630-942-2136



Please consider the environment before printing this email.

**From:** Vosicky, Jim  
**Sent:** Tuesday, October 09, 2018 8:46 AM  
**To:** Swope, David <[swoped28@cod.edu](mailto:swoped28@cod.edu)>  
**Subject:** FW: Past due invoice

**APPROVED**  
**10/09/18 - DAVID SWOP**

**Subject:** FW: Past due invoice

**Importance:** High

David,

I received this outstanding invoice from Fast Signs.

This is for the four banner cassettes we ordered and had delivered at the end of June.

Can you let me know where this stands with payment.

We do a lot of work with Fast Signs and we don't want to hurt that relationship in the future.

Please get back to me to let me know this can move forward and get paid as soon as possible.

Let me know if you have any questions.

Thanks,

Jim

**Jim Vosicky | Coordinator, Marketing and Creative Services**

**College of DuPage**

**Office 630.942.2715 | fax 630.942.3737**

**425 Fawell Blvd. | BIC1D04P | Glen Ellyn, IL 60137**

**vosickyj@cod.edu | cod.edu**



**From:** FASTSIGNS® of Naperville, IL <fastsigns.76@fastsigns.com>

**Sent:** Monday, October 8, 2018 4:50 PM

**To:** Vosicky, Jim <vosickyj@cod.edu>

**Subject:** Past due invoice

Past due invoice

FASTSIGNS Naperville

76@fastsigns.com

630-357-3278

**APPROVED**  
**10/09/18 - DAVID SWO**

**Invoice:**

**76- 84767**

**FASTSIGNS® of Naperville, IL**  
931 E. Ogden Avenue Suite 127  
Naperville, IL 60563  
Phone (630) 357-3278  
Fax (630) 357-5117  
Email: 76@fastsigns.com

**Order Date:**

**PO #:**

**358599**

Salesperson: 76@fastsigns.com

Customer: **College Of Dupage** ph: (630) 942-2715  
Contact: Jim Vosicky Customer: 682  
Description: COD Black Student Leadership Conference Banner (cassette's)  
Sales Person: Steve Hull  
Clerk: Steve Hull Email: vosickyj@cod.edu

	Product	Qty	Sides	H x W	Unit Cost	Item Total
1	Banner	4	1	83.35 x 31.5	\$218.03	\$872.12
<b>Description: BANNER:</b> Digital print graphics on premium Polyester banner material, installed in "Imagine" CARTRIDGE for existing "Imagine" bases						

**APPROVED**  
**10/09/18 - DAVID SWOPE**

Other Payments:

Shipping Notes:

Form of Payment / Amount / Initials

Ordered: 6/20/2018 4:01:13PM  
Due: 6/22/2018 4:00:00PM  
Printed: 10/8/2018 4:49:42PM  
Picked Up: 6/28/2018 9:57:25AM

Notes:

Line Item Total:	\$872.12
Tax Exempt Amt:	\$872.12
Subtotal:	\$872.12
Taxes:	\$0.00
Total:	\$872.12
Total Payments:	\$0.00
Balance Due:	\$872.12

Payment due upon completion of order.

ATTN: Jim Vosicky  
College Of Dupage  
425 Fawell Blvd.  
Rm. 1540, berg Inst. center  
Glen Ellyn, IL 60137-6599

**Received/Accepted By:**

/ /

Visit our Wheaton, IL location, too!