

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1443925
Vendor Name: PT Holdings LLC
Invoice Number: 0231883
Invoice Date: 09/28/18
PO Number:
Check Number: 0241718
Check Amount: \$ 364.00
Check Date: 10/17/2018
Department ID: 13160
Reviewer Name: None
Voucher Number: V0529572
Redaction Type: None
Document Type: AP Invoice

Document Below

Remit payment to:
27766 Network Place, Lockbox 27766, Chicago, IL 60673-1277
Billing Questions & Concerns: (630) 628-3243

Invoice No : 0231883
Invoice Date : 09/28/2018
Customer PO : LISA ERL
Service Order No : 232243
Division : 20
Page : 1 of 1

Bill To : 10430		Location : 10430	
COLLEGE OF DUPAGE 425 FAWELL BLVD ACCOUNTS PAYABLES GLEN ELLYN, IL 60137 Phone : (630)942-2666		COLLEGE OF DUPAGE 425 FAWELL BLVD ACCOUNTS PAYABLES GLEN ELLYN, IL 60137 <div>APPROVED 10/07/18 - BRIAN CAPUTO</div>	
Requested By	Authorized	Terms	SA No
LISA ERL	LISA ERL	Net 30 days	
Technician	Salesperson	Call Type	Bill Type
MUNTT	BOARS	RFTM	TMAT

APPROVED
10/07/18 - BRIAN CAPUTO

Service Performed;

Arrived at location and checked in with the manager. He told me that the right ice machine on the back of the house was not making ice and that it was shooting water all over . unit was off , i checked all the water hose conections and i could not find any problems. i turned the machine on and it was keep filling itself with water, i found a bad float switch. i fix it temporary with a wire. the machine dropped ice. i asked again the manager to show me were the water was coming out and i think that probably one of the college maintenance personal fix it when he was working on it. i submitted a quote for fixing it . i was told to submit the quote to erll630@cod.edu

Ship	Whs	Description	Price	Extended
Model : km-630mae Mfg : HOS Description : Ice Machine Unit : 0045 Serial : g07844d				
Labor Subtotal :				297.00

Labor :	297.00
Truck :	35.00
Fuel Surcharge :	32.00
Total :	364.00
Paid :	0.00
Balance Due :	364.00

From: mraimondi@res-g.com
Sent: Mon Oct 01 07:29:09 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Service Invoice

Thank you for your business. Please see attached service invoice.

Marek, Robert

From: Erl, Lisa
Sent: Thursday, October 4, 2018 10:30 AM
To: Marek, Robert
Subject: FW: PT Holdings/Great Lakes/South Town Invoice Question
Attachments: PT_HOLDINGS.PDF

Hi Bobby –

I am not sure if you received any notification of this, but I submitted a request for payment using the process for invoices under \$500. I did not receive any confirmation of having submitted it. I have let Ellen know this is ok to pay and that I would let you know we are paying it from : GL 05-60-13160-5304001.

Please let me know if there is anything else you need for this.

Thanks,

Lisa

Lisa G. Erl
Administrative Assistant, Business Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Marek, Robert
Sent: Tuesday, October 2, 2018 10:30 AM
To: Erl, Lisa <erll630@cod.edu>
Subject: PT Holdings/Great Lakes/South Town Invoice Question

Hi Lisa,

We received the attached invoice, and I just wanted to see how you want me to charge this before I send it over to Ellen for approval. There is an active blanket order for the vendor, B0359802, that I can use, or since it is under \$500, I can charge it directly to a GL account. Let me know when you get a chance.

Thanks!

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
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