

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083689
Vendor Name: Corporate Lakes Property
Invoice Number: CIIICL00201002430
Invoice Date: 10/01/18
PO Number: B0359337
Check Number: E0069749
Check Amount: \$ 20,074.11
Check Date: 10/15/2018
Department ID: 00837
Reviewer Name:
Voucher Number: V0529458
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: humphreyv@cod.edu
Sent: Mon Oct 08 10:09:35 CDT 2018
To: invoicing@cod.edu
CC: zerrudom@cod.edu
Subject: NAI Hiffman (2525 Cabot Drive Lease Payment)- signed

Marivic, I will forward hard copy to you. Vera Humphrey Administrative Assistant to the Vice President, Administration & Treasurer Administrative Affairs College of DuPage 425 Fawell Blvd. 1 SRC 2130 1 Glen Ellyn, IL 60137-6599 Phone: 630-942-4285 Fax: 630-942-2297 Email: humphreyv@cod.edu -----Original Message----- From: humphreyv@cod.edu Sent: Monday, October 8, 2018 8:58 AM To: Humphrey, Vera Subject: Scanned from a Xerox Multifunction Printer Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer. Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC 2130 Device Name: PRN264

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

Humphrey, Vera

From: Haake, Rita
Sent: Friday, October 5, 2018 2:26 PM
To: Humphrey, Vera
Subject: RE: Cabot Drive - Question

Vera -

Yes, it something COD should pay and Brian was briefed on this additional charge by Joe Cassidy prior to service.
Thanks.

Rita Haake, CCAS, CPP
Center Manager
College of DuPage Center for Entrepreneurship Illinois Procurement Technical Assistance Center (PTAC) Illinois Small
Business Development Center (SBDC) Illinois International Trade Center (ITC) haaker@cod.edu
630-942-2616
2525 Cabot Drive, Suite 201
Lisle, IL 60532

-----Original Message-----

From: Humphrey, Vera
Sent: Friday, October 5, 2018 2:20 PM
To: Haake, Rita <haaker@cod.edu>
Subject: Cabot Drive - Question
Importance: High

Hi Rita,

The attached invoice lists an expense for door lock cylinder and duplicate for \$5,514.80. Before Brian approves, please advise if this is correct and something COD should be paying.

Vera Humphrey
Administrative Assistant to the
Vice President, Administration
& Treasurer
Administrative Affairs
College of DuPage
425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599
Phone: 630-942-4285
Fax: 630-942-2297
Email: humphreyv@cod.edu

-----Original Message-----

From: humphreyv@cod.edu <humphreyv@cod.edu>

Sent: Friday, October 5, 2018 2:09 PM

To: Humphrey, Vera <humphreyv@cod.edu>

Subject: Scanned from a Xerox Multifunction Printer

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: SRC 2130

Device Name: PRN264

Corporate Lakes Property LLC
2525 Cabot Dr
Lisle, IL
630-932-1234

NAI Hiffman

VOUCHER OCT.1

10/1/2018

LEASE NUMBER

College of DuPage
Vice President & Treasurer
425 Fawell Boulevard
Glen Ellyn, IL 60137

INVOICE #

CIICL 00201 002430

**INVOICE REVIEWED
OKAY TO PAY**

MAKE CHECKS PAYABLE TO: Corporate Lakes Property LLC BALANCE DUE 20,074.11

Date	Code	Description	Check	Payments	Amount Due
10/1/2018	CAM	CAM		.00	798.60
10/1/2018	RET	Real Estate Tax	798.60	.00	798.60
10/1/2018	RNT	Rent	13,746.25	.00	13,746.25
9/11/2018	TBB	Door Lock Cylinder & Duplicate	5,514.80	.00	5,514.80

VERA HUMPHREY 10/02/18

BPO #359337, Payment #3

X. Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

Date: 10/5/18

10/1/2018

LEASE NUMBER

Please send this portion of the statement with your remittance.

INVOICE #
College of DuPage

CIICL 00201 002430

Corporate Lakes Property LLC
c/o NAI Hiffman
One Oakbrook Terrace Suite 400
Oakbrook Terrace, IL 60181

Current	30	60	90	120	BALANCE DUE
20,074.11	0.00	0.00	0.00	0.00	20,074.11

Corporate Lakes Property LLC
2525 Cabot Dr
Lisle, IL
630-932-1234



College of DuPage
Vice President & Treasurer
425 Fawell Boulevard
Glen Ellyn, IL 60137

9/1/2018

LEASE NUMBER

INVOICE #:

CIICL 00201 002430


MAKE CHECKS PAYABLE TO: Corporate Lakes Property LLC

BALANCE DUE

14,559.31

Date	Code	Description	Charges	Payments	Amount Due
9/1/2018	CAM	CAM	14.46	.00	14.46
9/1/2018	RET	Real Estate Tax	798.60	.00	798.60
9/1/2018	RNT	Rent	13,746.25	.00	13,746.25

B.P.O. # 359337


Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

Payment #2
8-22-18

9/1/2018

LEASE NUMBER

Please send this portion of the statement with your remittance.

INVOICE #:
College of DuPage

CIICL 00201 002430

Corporate Lakes Property LLC
c/o NAI Hiffman
One Oakbrook Terrace Suite 400
Oakbrook Terrace, IL 60181

Current	30	60	90	120	BALANCE DUE
14,559.31	0.00	0.00	0.00	0.00	14,559.31

Corporate Lakes Property LLC
2525 Cabot Dr
Lisle, IL
630-932-1234

NAI Hiffman

10/1/2018

LEASE NUMBER

College of DuPage
Vice President & Treasurer
425 Fawell Boulevard
Glen Ellyn, IL 60137

INVOICE #:

CIICL 00201 002430

APPROVED
10/07/18 - BRIAN CAPUTO

MAKE CHECKS PAYABLE TO: Corporate Lakes Property LLC

BALANCE DUE

20,074.11

Date	Code	Description	Charges	Payments	Amount Due
10/1/2018	CAM	CAM	14.46	.00	14.46
10/1/2018	RET	Real Estate Tax	798.60	.00	798.60
10/1/2018	RNT	Rent	13,746.25	.00	13,746.25
9/11/2018	TBB	Door Lock Cylinder & Duplicate	5,514.80	.00	5,514.80

INVOICE REVIEWED
OKAY TO PAY
VERA HUMPHREY 10/02/18

10/1/2018

LEASE NUMBER

Please send this portion of the statement with your remittance.

INVOICE #:
College of DuPage

CIICL 00201 002430

Corporate Lakes Property LLC
c/o NAI Hiffman
One Oakbrook Terrace Suite 400
Oakbrook Terrace, IL 60181

Current	30	60	90	120	BALANCE DUE
20,074.11	0.00	0.00	0.00	0.00	20,074.11