

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1556581  
Vendor Name: Pomegranate Arts, Inc.  
Invoice Number: BY-R-101918  
Invoice Date: 10/16/18  
PO Number:  
Check Number: E0069946  
Check Amount: \$ 300.00  
Check Date: 10/24/2018  
Department ID: 11601  
Reviewer Name: None  
Voucher Number: V0535129  
Redaction Type: Other  
Document Type: AP Invoice

Document Below



pomegranate arts

**APPROVED**

**10/22/18 - ELLEN MCGOWAN**

INVOICE

BY-R-101918

Invoice Date:	October 16, 2018
Artist:	Bassem Youssef
Date Due:	Due Upon Receipt
Amount Due:	\$300.00

Brian Caputo, VP Administration CFO  
McAninch Arts Center at College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

Description: REIMBURSEMENT for Facebook post promoting *AN EVENING WITH BASSEM YOUSSEF*  
at the BELUSHI PERFORMANCE HALL on FRIDAY, OCTOBER 19, 2018 at 7:30PM

Instructions: Please make payment by bank wire transfer to the following account:

Account Name:  
Bank Name:  
Bank Address:  
Account Type:  
Account Number:  
ABA Routing Number:



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From: adam@pomarts.com  
Sent: Tue Oct 16 12:28:24 CDT 2018  
To: junokasm@cod.edu, invoicing@cod.edu  
CC: rachel@pomarts.com  
Subject: Re: Bassem Youssef 10/19/18 at the MAC  
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Hello again Molly,

I can confirm that the second \$5,500 payment has arrived for Bassem Youssef. Thank you very much. I attach here a reimbursement invoice for \$300 for Bassem Youssef's Facebook boost. I'm cc'ing invoicing@cod.edu to get this in the COD invoicing system. Let me know if you'll need anything further from me to process the payment.

Many thanks,

Adam

Adam Thorburn  
Business Manager  
Pomegranate Arts, Inc.  
1140 Broadway, Suite 305  
New York, NY 10001  
212-228-2221  
adam@pomarts.com  
www.pomegranatearts.com

On Aug 1, 2018, at 1:59 PM, Adam Thorburn <adam@pomarts.com> wrote:

Hi Molly,

Thanks for explaining the procedure for obtaining a PO#. Seems at this stage I'll just keep an eye out for an email from your purchasing dept. All good.

Thanks again,

Adam

Adam Thorburn  
Business Manager  
Pomegranate Arts, Inc.  
1140 Broadway, Suite 305  
New York, NY 10001  
212-228-2221  
adam@pomarts.com  
www.pomegranatearts.com

On Aug 1, 2018, at 1:56 PM, Junokas, Molly <junokasm@cod.edu> wrote:

Thank you so much Adam! That was super quick.

Sounds great about the invoice. Due to the nature of our College (lots of procedures to go through!), there are a couple of steps before I can get you the PO#. First, I'll need to set up Pomegranate Arts as a vendor in the College's payment system. Once I send that request, you should receive an email from our Purchasing Department, prompting you to fill in some information about Pom Arts. Then, once that step is complete, I'll get

Department, prompting you to fill in some information about Pom Arts. Then, once that step is complete, I'll get the PO started. There are a few approvers that the requisition has to route through, so getting the number can take a week or so.

Hopefully I should be able to send you the number by the end of next week! I'll keep you posted. In the meantime, please look out for the email from our purchasing department with you vendor profile registration instructions, and feel free to reach out if you run into any issues!

Thank you!  
Molly

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**From:** Adam Thorburn <adam@pomarts.com>  
**Sent:** Wednesday, August 1, 2018 12:44 PM  
**To:** Junokas, Molly <junokasm@cod.edu>  
**Cc:** Rachel Katwan <rachel@pomarts.com>  
**Subject:** Re: Bassem Youssef 10/19/18 at the MAC

Hello again Molly,

I attach here our fully-executed, countersigned contract with the COI that includes the endorsement page. I also send along the W9 for Pomegranate Arts, Inc.

I'd like to issue an invoice for the first deposit. However, I don't yet have the required COD Purchase Order Number. Can you generate the Purchase Order Number and pass it along to me?  
Thanks.

I trust everything attached is in order. Let me know if you need anything further.

Many thanks,  
Adam

Adam Thorburn  
Business Manager  
Pomegranate Arts, Inc.  
1140 Broadway, Suite 305  
New York, NY 10001  
212-228-2221  
adam@pomarts.com  
www.pomegranatearts.com

Thanks, Molly, I'll get to work on this straight away.

Best,  
Adam

Adam Thorburn  
Business Manager  
Pomegranate Arts, Inc.  
1140 Broadway, Suite 305  
New York, NY 10001  
212-228-2221  
adam@pomarts.com  
www.pomegranatearts.com

On Aug 1, 2018, at 11:01 AM, Junokas, Molly <junokasm@cod.edu> wrote:

And here is the sample of the Endorsement Page our College is also requesting we have on hand.

Please feel free to contact me with any other questions or concerns!

Thank you,  
Molly

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**From:** Junokas, Molly  
**Sent:** Wednesday, August 1, 2018 9:57 AM  
**To:** 'adam@pomarts.com' <adam@pomarts.com>  
**Subject:** Bassem Youssef 10/19/18 at the MAC

Hi Adam,

See attached.

**Molly Junokas**  
Assistant Business Manager  
McAninch Arts Center, College of DuPage  
630-942-3042 | junokasm@cod.edu

<Endorsement General Liability Sample.pdf>