

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1404475
Vendor Name: Quik Impressions Group, In
Invoice Number: 828644
Invoice Date: 11/01/18
PO Number:
Check Number: 0244290
Check Amount: \$ 3,754.19
Check Date: 11/09/2018
Department ID:
Reviewer Name:
Voucher Number: V0541943
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

828644	V0541943	POSTAGE 2018-19 HOLIDAY	0140110015404003	500.00
828644	V0541943	POSTAGE 2018-19 HOLIDAY	0560116015404003	2,129.19
828644	V0541943	POSTAGE 2018-19 HOLIDAY	0560117015404003	225.00
828644	V0541943	POSTAGE 2018-19 HOLIDAY	0560111015404003	150.00
828644	V0541943	POSTAGE 2018-19 HOLIDAY	0130121515404003	250.00
828644	V0541943	POSTAGE 2018-19 HOLIDAY	0130123315404003	500.00

Ever Mc Gowan
11/9/18

3,754.19

0244290

PAY ONLY THREE THOUSAND SEVEN HUNDRED FIFTY FOUR AND 19/100 DOLLARS

11/09/2018

\$*****3,754.19

Quik Impressions Group, Inc.
1385 W. Jeffrey
Addison IL 60101

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 11/1/2018
Vendor ID: 1404475

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
828644		01	40	11001	5404003	Postage	\$ 500.00
		05	60	11601	5404003	Postage	\$ 2,129.19
		05	60	11701	5404003	Postage	\$ 225.00
		05	60	11101	5404003	Postage	\$ 150.00
		01	30	12151	5404003	Postage	\$ 250.00

\$ 3,254.19

PG1 of 2

--- **AP VERIFIED** ---
and Clearer: Approval for Division Vice President Required ---

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services for which payment is herein requested have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Quik Impressions

Other Instructions: _____

Payee Address: 1385 Jeffrey Drive
Addison, IL 60101

Description on Check:

Postage, 2018-19 Holiday Brochure (PAGE 1 of 2) 03 Postage (split between many accounts, see attached for QB)

Approvals:

Prepared By: Ellen McGowan
Signature: Ellen McGowan
Payment Due: _____
Board Approved Date: _____

Approved By: Ellen McGowan Date: 11/1/18
Signature: Ellen McGowan
Approved By: _____ Date: _____
Signature: Kib O... Date: 11/1/18
Approved By Division VP: _____
Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 11/1/2018
Vendor ID: 1404475

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
828644		01	30	12331	5404003	Postage	\$ 500.00

Grand Total
SUB

\$ 500.00
PG 2 OF 2

GRAND TOTAL = \$375419

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Quik Impressions

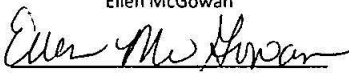
Other
Instructions:

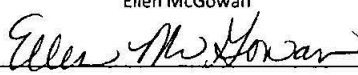

Payee Address: 1385 Jeffrey Drive
Addison, IL 60101

Description on Check:

Postage, 2018-19 Holiday Brochure (PAGE 2 of 2)	03 Postage	(split between many accounts, see attached for QB)
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Approvals:

Prepared By: Ellen McGowan
Signature: 
Payment Due: _____
Board Approved Date: _____

Approved By: Ellen McGowan
Signature:  11/1/18
Approved By:  11/1/18
Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu



INVOICE

Invoice #	Invoice Date
828644	10/30/2018
Sales Rep: Rick Smolke	
Customer#: 21957	
Page : 1 of 1	

Tax Exempt:E9997-3391-06

BILL TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

SHIP TO:

USPS

Carol Stream, IL 60188

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
Net 30 Day	(630) 942-2263		Roland Raffel	Postage Invoice	Dan Ford

Quantity	Description	Sub-Total	Tax	Sub-Total
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14,519 Postage - McAninch Arts Holiday Mailer
Invoice for Postage Only \$3754.19

N

0.00

0.00

14,519 Postage -

3,754.19

3,754.19

3,754.19

Eileen M. Monahan 11/1/18

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
US Post Office	3,754.19	0.000		0.00	0.00 \$	3,754.19

Thank You

URGENT

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: November 8, 2018
SUBJECT: Request for Manual Checks 4

Brian,

Please approve these manual check requests for payment to:

A Toda Madre (Frida Kahlo Press Event 11/10/18)	3,060.00
Ascencio Restaurants (Frida Kahlo Press Event 11/10/18)	1,796.40
Broadway in Chicago (Deposit, MAC Fundraiser 04/11/19)	1,737.50
Quik Impressions (Postage, 2018 Holiday Brochure)	3,254.19

These vendors need payment by then end of the week. We cannot wait until the next check run on November 16.

Thank you for your help and understanding.

Ellen McGowan

X Brian W. Caputo

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

Attachments

Need
FRIDAY
by day's
end.