

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1451489

Vendor Name: Chicago Metro Construction

Invoice Number: 14107

Invoice Date: 06/26/18

PO Number: P0358573

Check Number: 0244458

Check Amount: \$ 11,560.00

Check Date: 11/14/2018

Department ID: 20025

Reviewer Name:

Voucher Number: V0534141

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

**ARLINGTON GLASS & MIRROR**

4547 N. Milwaukee Avenue  
Chicago, IL 60630  
Phone # 773 283 0737 Fax # 773 283 0755

**Invoice****14107**

Date

6/26/2018

**Bill To**

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**Ship To**

SRC Building  
425 Fawell  
Glen Ellyn, IL

P.O. No.	Terms	Completed	Job No.	
	Net 30		64444 - SRC Building	
Description		Quantity	Price Each	Amount
Remove 3 insulated units and install white panels in each opening, one each at entrance 11, 12 and 13, lower opening right above door. Labor & Material		1	2,620.00	2,620.00
<div>APPROVED 10/19/18 - DIRK HEID</div> <div>APPROVED 10/25/18 - DIRK HEID</div> <div>INVOICE REVIEWED OKAY TO PAY KATHY STRIPLIN 10/17/18</div>				

**Total****\$2,620.00**

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From: zerrudom@cod.edu  
Sent: Fri Oct 26 11:51:41 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: INVOICE APPROVAL: Arlington Glass & Mirror Invoice - GL 02-90-20025-5309001 is over budget  
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**From:** Stella, Antoinette  
**Sent:** Wednesday, October 24, 2018 10:47 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Cc:** Gandor, John <gandorj@cod.edu>; Striplin, Kathy <striplin@cod.edu>; Heid, Dirk <heidd@cod.edu>; Hayley, Robert <hayleyr@cod.edu>; Stella, Antoinette <stellaa212@cod.edu>; Virgilio, David <virgiliod@cod.edu>  
**Subject:** INVOICE APPROVAL: Arlington Glass & Mirror Invoice - GL 02-90-20025-5309001 is over budget  
**Importance:** High

Marivic,

Per Bob, you are authorized to override the funds availability error in Colleague for the attached invoice (#14107).

This overage is related to a change accounting between the time the requisition was submitted and the date the invoice was received. Once the payment is processed, our accounting team will prepare a journal entry moving the charges to the appropriate FY2019 budgeted object code.

We are not requiring the requestors to duplicate their approval processes because of the change in accounting.

Please reach out to me if you have any further questions,

Thank you,

**Toni Stella**  
**Budget Analyst | Budget Office**  
**College of DuPage**  
425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA  
Phone 630.942.3271 | [stellaa212@cod.edu](mailto:stellaa212@cod.edu)

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**From:** Striplin, Kathy

**Sent:** Wednesday, October 24, 2018 9:02 AM

**To:** Gandor, John <gandorj@cod.edu>; Hayley, Robert <hayleyr@cod.edu>; Stella, Antoinette <stellaa212@cod.edu>

**Cc:** Heid, Dirk <heidd@cod.edu>

**Subject:** Arlington Glass & Mirror Invoice - GL 02-90-20025-5309001 is over budget

**Importance:** High

John,

This is one of those situations where the PO was opened last year from object 5309001, but this year Finance moved the budget to 5804001. Please look into this and advise A/P if they can override the insufficient funds error message.

Kathy

**ARLINGTON GLASS & MIRROR**

4547 N. Milwaukee Avenue  
Chicago, IL 60630  
Phone # 773 283 0737 Fax # 773 283 0755

**Invoice****14107**

Date

6/26/2018

PO358573 (GL 02-90-20025-5309001)  
IS OVER BUDGET BY \$ 3,994.31

**Bill To**

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**Ship To**

SRC Building  
425 Fawell  
Glen Ellyn, IL

**PO 358573**  
**20025**

P.O. No.	Terms	Completed	Job No.	
	Net 30		64444 - SRC Building	
Description		Quantity	Price Each	Amount
Remove 3 insulated units and install white panels in each opening, one each at entrance 11, 12 and 13, lower opening right above door. Labor & Material		1	2,620.00	2,620.00
<b>APPROVED</b> <b>10/19/18 - DIRK HEID</b>				
<b>INVOICE REVIEWED</b> <b>OKAY TO PAY</b> <b>KATHY STRIPLIN 10/17/18</b>				

**Total** \$2,620.00

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1451489  
Vendor Name: Chicago Metro Construction  
Invoice Number: 14771  
Invoice Date: 11/06/18  
PO Number: P0360017  
Check Number: 0244458  
Check Amount: \$ 11,560.00  
Check Date: 11/14/2018  
Department ID: 00709  
Reviewer Name:  
Voucher Number: V0542149  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

**ARLINGTON GLASS & MIRROR**

4547 N. Milwaukee Avenue

Chicago, IL 60630

Phone # 773 283 0737 Fax # 773 283 0755

*Invoice***14771**

Date

11/6/2018

**Bill To**College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137**Ship To**SRC Building  
425 Fawell  
Glen Ellyn, IL

P.O. No.	Terms	Completed	Job No.	
	Net 30		64790 - SRC Building	
Description		Quantity	Price Each	Amount
Furnish and install 1" clear tempered insulated unit in the stairway on the south side of the SRC building. Labor & Material		1	8,940.00	8,940.00
<div>APPROVED 11/09/18 - DIRK HEID</div> <div>INVOICE REVIEWED OKAY TO PAY KATHY STRIPLIN 11/09/18</div>				

**Total****\$8,940.00**