

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236692

Invoice Date: 08/31/18

PO Number:

Check Number: E0070372

Check Amount: \$ 15,025.68

Check Date: 11/14/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0542173

Redaction Type: None

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

Document Below

SODEXO, INC & AFFILIATES

BILL TO: College of DuPage
425 Fawell
Glen Ellyn, IL

SERVICES RENDERED TO: College of Dupage
425 Fawell Blvd
Glen Ellyn, IL 60137

AP VERIFIED
11/14/18 - ROBERT MAREK

VN1239587
✓0542173

INVOICE

MAKE CHECKS PAYABLE TO:
SODEXO, INC & AFFILIATES
PO BOX 360170
PITTSBURGH, PA 15251-6170

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMBER		
Net30	100022720	12096001	08/31/2018	236692		
DESCRIPTION			CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
01-90-13290-5509001 We work for Health Linen			6048	\$35.00		\$35.00
01-30-12931-5501001 Chap Days-Music & Mashtini's			5966	\$1,823.70		\$1,823.70
01-20-00441-5501001 New Faculty Institute			6076	\$74.95		\$74.95
01-30-12931-5501001 Chap Days-Rollerskating			5924	\$50.94		\$50.94
01-80-00729-5509001 Administrative Affarirs Team			5928	\$3,108.00		\$3,108.00
01-80-00729-5509001			6044	\$131.88		\$131.88
01-90-13290-5509001 Illinois State Chamber of Com			6051	\$121.27		\$121.27
01-90-13290-5509001 Illinois State Chamber of Comm			6050	\$42.97		\$42.97
01-30-12931-5501001			5923	\$2,130.18		\$2,130.18
01-40-00774-5509001 ACT-SO Student Recep- Dr. Rond			6052	\$300.11		\$300.11
01-80-00394-5501001 Mentoring Meet & Greet Kick -			6005	\$488.67		\$488.67
01-80-00785-5501001 Congressman Foster Innovation			6062	\$76.01		\$76.01
01-90-13290-5509001 We work Health Forum			6047	\$479.70		\$479.70
01-30-12931-5501001			5920	\$4,038.50		\$4,038.50
01-30-12931-5501001 Chap Days- Scavenger Hunt & Ba			5911	\$2,074.85		\$2,074.85
01-90-13290-5509001 WeWork for Health Coffee Break			6049	\$48.95		\$48.95
Tax-exempt#:e99999			INVOICE TOTAL	\$15,025.68	\$0.00	\$15,025.68

TERMS: PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE UNLESS OTHERWISE SPECIFIED BY CONTRACT OR IN WRITING.
A SERVICE CHARGE MAY BE ASSESSED ON ANY PAST DUE AMOUNT. ANNUAL PERCENTAGE RATE NOT TO EXCEED STATUTORY LIMITATIONS.

Event Name: **WeWork for Health Linen**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #6048

Monday, 8/27/2018

Ordered On: 8/15/2018

Last Modified: 8/24/2018 9:56:22 AM

Confirmed

Customer Information

First Name: Jennifer**Last Name:** Charles**Department:** Conference and Events**Email:** charlesj36@cod.edu**Phone:** 630-942-3953

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Jennifer Charles**Contact Phone:** 3953**How Many Tables Ordered for Food Service?:** 0**Double Sided Tables?:** No**How Many Stations?:** 1**Building:** 2001**Room#:** chc

Payment Information

Payment Type : Department Account**Approval Email:** schultze399@cod.edu

OK!

Department Account Number: 01-90-13290-5509001**Policy Acceptance:** I Accept | JC

Event Information

Guest Count: 30**Pick-up/ Delivery Date:** Monday, 8/27/2018**Food Delivery Time:** 9:00 AM**Event Start Time:** 10:00 AM**Food Clean-up Time:** 1:15 PM

SUPPLIES

Linen

Tablecloths are provided for all food and beverage tables with each food order. Linen for guests (dining) tables is included only with full service meals, buffets and plated meals.

Specialty linens are also available for your food and guest tables at an additional cost. Please set up an appointment to view the linens.

Qty.	Price	Ext.
7	\$5.00	\$35.00

Order Summary

Supplies

\$35.00

Order Totals

Sub Total \$35.00
Order Total \$35.00
Balance Due \$35.00

Special Instructions

Order #6048

Event Name: **Chap Days - Music & Mashtini's**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #5966

Friday, 8/31/2018

Ordered On: 7/26/2018

Last Modified: 8/31/2018 3:29:59 PM



Confirmed

Customer Information

First Name: Nicole
Last Name: Plumtree
Department: Student Life
Email: plumtreen@cod.edu
Phone: 6309422644

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Nicole Plumtree
Contact Phone: x2644
How Many Tables Ordered for Food: 3
Service?:
Double Sided Tables?: No
How Many Stations?: 1
Building: Lakeside
Room#: Pavillion

Payment Information

Payment Type : Department Account
Approval Email: steelec@cod.edu **OK!**
Department Account Number: 01-30-12931-5501001
Policy Acceptance: I Accept | NP

Event Information

Guest Count: 1000
Pick-up/ Delivery Date: Friday, 8/31/2018
Food Delivery Time: 10:45 AM
Event Start Time: 11:00 AM
Food Clean-up Time: 1:30 PM

BEVERAGES

Water Service - Water (serves 16 per gallon) - per gallon

Qty.	Price	Ext.
30	\$2.99	\$89.70

OTHER

Custom Product

Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability.

Qty.	Price	Ext.
600	\$2.89	\$1,734.00

- "Mashtini's" - Bacon, cheese, sour cream & butter. Student Life will provide martini glasses

Order Summary

Beverages	Other
\$89.70	\$1,734.00

Order Totals

Sub Total	\$1,823.70
Order Total	\$1,823.70
Balance Due	\$1,823.70

Special Instructions

Order #5966

Event Name: **New Faculty Institute**

Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #6076

Friday, 8/31/2018

Ordered On: 8/30/2018

Last Modified: 8/31/2018 3:23:50 PM

Confirmed

Customer Information

First Name: Katrina
Last Name: Swon
Department: Academic Affairs
Email: swonk@cod.edu
Phone: 630-942-3249

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Katrina Swon
Contact Phone: x3249
How Many Tables Ordered for Food: 1
Service?:
Double Sided Tables?: No
How Many Stations?: 1
Building: SRC
Room#: 2032

Payment Information

Payment Type: Department Account
Approval Email: swonk@cod.edu
Department Account Number: 01-20-00441-5501001
Policy Acceptance: I Accept | KH

Event Information

Guest Count: 24
Pick-up/ Delivery Date: Friday, 8/31/2018
Food Delivery Time: 1:30 PM
Event Start Time: 2:00 PM
Food Clean-up Time: 4:30 PM

BEVERAGES

Water Service - Water (serves 16 per gallon) - per gallon**Coffee (10 servings) - per gallon**

- **This is really for the 2 cartons of Starbucks coffee - 1 blonde roast and 1 dark roast. Thank you!**

FOOD

Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen

Qty.	Price	Ext.
1	\$2.99	\$2.99

2	\$21.99	\$43.98
---	---------	---------

Qty.	Price	Ext.
2	\$13.99	\$27.98

Order Summary

Beverages	Food
\$46.97	\$27.98

Order Totals

Sub Total	\$74.95
Order Total	\$74.95
Balance Due	\$74.95

Special Instructions

This order is for Friday, August 31. The coffee order is for two cartons of Starbucks - please see the special note. Thank you!

Order #6076

Marek, Robert

From: Stock, Lisa
Sent: Wednesday, September 12, 2018 12:51 PM
To: Marek, Robert
Subject: RE: Approval Required: Sodexo Order No. 6076

I approve.

Lisa Stock

Lisa Stock, Ph.D.
Associate Vice President of Academic Affairs

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
Phone: 630-942-2652

From: Marek, Robert
Sent: Wednesday, September 12, 2018 11:13 AM
To: Stock, Lisa <stockl@cod.edu>
Subject: Approval Required: Sodexo Order No. 6076

Hi Lisa,

When you have a moment, can you please review the attached Sodexo order #6076 for \$74.95 and reply with your approval to pay? The approval email went to Katrina Swon who does not have signing authority for department 00441. Let me know if you have any questions.

Thanks!

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

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

Event Name: **Chap Days - Rollerskating**

Flavours by Sodexo at The
College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL
60137
(630) 942-2555

ORDER #5924

Thursday, 8/30/2018

Ordered On: 7/18/2018

Last Modified: 9/7/2018 9:16:31 AM

Confirmed

Customer Information

First Name: Nicole
Last Name: Plumtree
Department: Student Life
Email: plumtreen@cod.edu
Phone: 6309422644

Payment Information

Payment Type: Department Account
Approval Email: steelec@cod.edu **OK!**
Department Account Number: 01-30-12931-5501001
Policy Acceptance: I Accept | NP

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Nicole Plumtree
Contact Phone: x2644
How Many Tables Ordered for Food Service?: 3
Double Sided Tables?: No
How Many Stations?: 1
Building: SSC
Room#: 1200

Event Information

Guest Count: 1000
Pick-up/Delivery Date: Thursday, 8/30/2018
Food Delivery Time: 10:45 AM
Event Start Time: 11:00 AM
Food Clean-up Time: 1:30 PM

OTHER

	Qty.	Price	Ext.
Custom Item			
Credit for next order	1	\$50.94	\$50.94

Order Summary	Order Totals	
Other	Sub Total	\$50.94
\$50.94	Order Total	\$50.94
	Balance Due	\$50.94

Special Instructions

Order #5924

Event Name: **Administrative Affairs Teambuilding Event 8.29.2018**

Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5928
Wednesday, 8/29/2018
Ordered On: 7/18/2018
Last Modified: 8/31/2018 7:11:46 PM
 Confirmed

Customer Information

First Name: Vera
Last Name: Humphrey
Department: Administrative Affairs
Email: humphreyv@cod.edu
Phone: 630-942-4285

Payment Information

Payment Type : Department Account
Approval Email: caputob@cod.edu **OK!**
Department Account Number: 01-80-00729-5509001
Policy Acceptance: I Accept | vh

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Vera Humphrey
Contact Phone: 639-942-4285
How Many Tables Ordered for Food Service?: 8 to 10
Double Sided Tables?: Yes
How Many Stations?: 2
Building: MAC
Room#: Lakeside Pavilion

Event Information

Guest Count: 250
Pick-up/ Delivery Date: Wednesday, 8/29/2018
Food Delivery Time: 11:00 AM
Event Start Time: 11:15 AM
Food Clean-up Time: 2:15 PM

OTHER

Custom Product

Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability.

- Hamburgers, cheeseburgers, (thicker burger)
- brats,
- chicken
- condiments (mustard, ketchup, onion and lettuce)
- home style chips
- garden salad - no croutons, 2 dressings on side - 1 gluten free,
- fruit salad
- assorted small cookies,
- lemonade, iced tea, water.
- 4 servers, tablecloths,
- **GLUTEN FREE BREAD FOR 6 PEOPLE - LABELED!**

Add A Server

Add a server.

SUPPLIES

Linen

Tablecloths are provided for all food and beverage tables with each food order. Linen for guests (dining) tables is included only with full service meals, buffets and plated meals.

Specialty linens are also available for your food and guest tables at an additional cost. Please set up an appointment to view the linens.

Qty.	Price	Ext.
200	\$12.99	\$2,598.00
8	\$30.00	\$240.00
54	\$5.00	\$270.00

Order Summary

Other	Supplies
\$2,838.00	\$270.00

Order Totals

Sub Total	\$3,108.00
Order Total	\$3,108.00
Balance Due	\$3,108.00

Special Instructions

Set up 2 stations for food (with 2-way tables) and 2 stations for beverages and desert (2-way tables). Final count to be provided. Please call to discuss further details. 4 servers and tablecloths.

Order #5928

Event Name: **AA Picnic - Cashiers**

Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #6044
Wednesday, 8/29/2018
Ordered On: 8/14/2018
Last Modified: 8/14/2018 4:40:06 PM
 Confirmed

Customer Information

First Name: Vera
Last Name: Humphrey
Department: Administrative Affairs
Email: humphreyv@cod.edu
Phone: 630-942-4285

Payment Information

Payment Type : Department Account
Approval Email: caputob@cod.edu **OK!**
Department Account Number: 01-80-00729-5509001
Policy Acceptance: I Accept | vh

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Vera Humphrey
Contact Phone: 630-942-4285
How Many Tables Ordered for Food Service?: 0
Double Sided Tables?: No
How Many Stations?: 1
Building: BIC
Room#: 2424

Event Information

Guest Count: 12
Pick-up/ Delivery Date: Wednesday, 8/29/2018
Food Delivery Time: 11:30 AM
Event Start Time: 11:45 AM
Food Clean-up Time: 2:00 PM

FOOD

Traditional Deli

Turkey, Ham, Tuna Salad, Roast Beef, Chicken Salad, all served with American Cheese on Gourmet Rolls and Breads. Includes Bag of Chips, Whole Fruit, a Large Cookie and a Soft Drink, Regular or Diet, or Bottled Water.

- Bottled Water
- Regular Soft Drink
- 10 turkey, 1 beef, 4 water, 4, cola, 4 diet colas. 1 tossed salad (no dressing, gluten, cayenne pepper),

Qty.	Price	Ext.
12	\$10.99	\$131.88

Order Summary

Food
\$131.88

Order Totals

Sub Total \$131.88
Order Total \$131.88
Balance Due \$131.88

Special Instructions

Deliver to Cashiers Office BIC 2424. Boxed lunches (11 sandwiches, 1 garden salad)

Order #6044

Event Name: **Illinois State Chamber of Commerce**

Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #6051
Wednesday, 8/29/2018
Ordered On: 8/16/2018
Last Modified: 8/22/2018 4:40:36 PM
 Confirmed

Customer Information

First Name: Sandra
Last Name: Carbon-Sheldon
Department: Conference & Event Services
Email: carbon@cod.edu
Phone: 630-942-3952

Payment Information

Payment Type : Department Account
Approval Email: schultze399@cod.edu **OK!**
Department Account Number: 01-90-13290-5509001
Policy Acceptance: I Accept | scs

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Sandra Carbon-Sheldon
Contact Phone: 630-942-3952
How Many Tables Ordered for Food Service?: 1
Double Sided Tables?: No
How Many Stations?: 1
Building: SRC
Room#: 1144

Event Information

Guest Count: 8
Pick-up/ Delivery Date: Wednesday, 8/29/2018
Food Delivery Time: 11:30 AM
Event Start Time: 8:30 AM
Food Clean-up Time: 4:30 PM

FOOD

Einstein Boxed Lunch

Served with Chips, Fruit Salad, Cookie, Bottled Soda or Water.

- Tasty Turkey on Asiago Bagel - (Einstein Boxed Lunch) x 5
- Soda
- 5 Smoked Ham

Greek Salad

Crisp Mixed Greens, Roasted Red Pepper, Crumbled Feta Cheese, Cucumbers and Olives. Served with a Crusty Roll and Butter, Cookie or Brownie and a Soft Drink, Regular or Diet, or Bottled Water.

- Add in: Garbanzo Beans - per person - Add \$1.29
- Diet Soft Drink
- Soda
- Substitute Fruit Cup - Add \$1.79
- No Cheese
- Please provide one VEGAN special diet request also: one Greek salad with garbanzo beans: neither salad nor dressing can have NO cheese, NO dairy, NO meat, NO eggs, NO honey. with this special vegan lunch include one diet soda and fruit for dessert.

Order Summary

Food
\$121.27

Order Totals

Sub Total \$121.27
Order Total \$121.27
Balance Due \$121.27

Special Instructions

Order #6051

Event Name: **Illinois State Chamber of Commerce**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #6050
Wednesday, 8/29/2018
 Ordered On: 8/16/2018
 Last Modified: 8/16/2018 7:59:50 AM
Confirmed

Customer Information

First Name: Sandra
Last Name: Carbon-Sheldon
Department: Conference & Event Services
Email: carbon@cod.edu
Phone: 630-942-3952

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Sandra Carbon-Sheldon
Contact Phone: 630-942-3952
How Many Tables Ordered for Food Service?: 1
Double Sided Tables?: No
How Many Stations?: 1
Building: SRC
Room#: 1144

Payment Information

Payment Type: Department Account
Approval Email: schultze399@cod.edu **OK!**
Department Account Number: 01-90-13290-5509001
Policy Acceptance: I Accept | scs

Event Information

Guest Count: 8
Pick-up/ Delivery Date: Wednesday, 8/29/2018
Food Delivery Time: 8:15 AM
Event Start Time: 8:30 AM
Food Clean-up Time: 5:00 PM

BEVERAGES

Coffee (10 servings) - per gallon

Water Service - Water (serves 16 per gallon) - per gallon

Qty.	Price	Ext.
2	\$19.99	\$39.98
1	\$2.99	\$2.99

Order Summary

Beverages
 \$42.97

Order Totals

Sub Total \$42.97
Order Total \$42.97
Balance Due \$42.97

Special Instructions

Order #6050

Event Name: **Chap Days - Student Life Fair**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5923

Wednesday, 8/29/2018

Ordered On: 7/18/2018

Last Modified: 8/30/2018 1:35:47 PM

Confirmed

Customer Information

First Name: Nicole
Last Name: Plumtree
Department: Student Life
Email: plumtreen@cod.edu
Phone: 6309422644

Payment Information

Payment Type : Department Account
Approval Email: steelec@cod.edu **OK!**
Department Account Number: 01-30-12931-5501001
Policy Acceptance: I Accept | NP

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Nicole Plumtree
Contact Phone: x2644
How Many Tables Ordered for Food Service?: 3
Double Sided Tables?: No
How Many Stations?: 1
Building: SSC
Room#: 2206

Event Information

Guest Count: 1000
Pick-up/ Delivery Date: Wednesday, 8/29/2018
Food Delivery Time: 9:45 AM
Event Start Time: 10:00 AM
Food Clean-up Time: 1:30 PM

BEVERAGES

Raspberry Iced Tea - per gallon

Qty.	Price	Ext.
30	\$12.59	\$377.70

Water Service - Water (serves 16 per gallon) - per gallon

30	\$2.99	\$89.70
----	--------	---------

OTHER

Custom Product

Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability.

- 1,000 hot dogs - with necessary toppings (ketchup, mustard)

Qty.	Price	Ext.
642	\$2.59	\$1,662.78

Order Summary

Beverages	Other
\$467.40	\$1,662.78

Order Totals

Sub Total	\$2,130.18
Order Total	\$2,130.18
Balance Due	\$2,130.18

Special Instructions

Order #5923

Event Name: **ACT-SO Student Reception hosted by Dr. Rondeau**

Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #6052

Tuesday, 8/28/2018

Ordered On: 8/16/2018

Last Modified: 8/28/2018 9:17:37 AM

Confirmed

Customer Information

First Name: Dawn**Last Name:** Frison-Cook**Department:** Community Relations**Email:** frison-cookd@cod.edu**Phone:** 630.942.2802

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Dawn Frison-Cook**Contact Phone:** 630.942.2802**How Many Tables****Ordered for Food** 2 (already in room)**Service?:****Double Sided** No
Tables?:**How Many** 1
Stations?:**Building:** SRC**Room#:** 2131

Payment Information

Payment Type : Department Account**Approval Email:** chambersa@cod.edu **OK!****Department** 01-40-00774-5509001
Account Number:**Policy** I Accept | DFC
Acceptance:

Event Information

Guest Count: 40**Pick-up/ Delivery** Tuesday, 8/28/2018
Date:**Food Delivery** 3:30 PM
Time:**Event Start Time:** 4:00 PM**Food Clean-up** 5:30 PM
Time:

BEVERAGES

Lemonade - per gallon

- I'd also like to have water service as well for 40 attendees. Thanks!

Water Service - Water (serves 16 per gallon) - per gallon

Qty.	Price	Ext.
2	\$12.59	\$25.18

4	\$2.99	\$11.96
---	--------	---------

FOOD

Cold Displays - Fresh Vegetable Tray, 25-50 people - each**Cold Displays - Fresh Fruit Tray, 25-50 people - each****Cold Displays - Cheese and Cracker Platter, 25-50 people - each**

Qty.	Price	Ext.
1	\$65.99	\$65.99
1	\$65.99	\$65.99
1	\$85.99	\$85.99

SUPPLIES

Linen

Tablecloths are provided for all food and beverage tables with each food order. Linen for guests (dining) tables is included only with full service meals, buffets and plated meals.

Specialty linens are also available for your food and guest tables at an additional cost. Please set up an appointment to view the linens.

4 - round tables
5 - highboy
plus food tables
Use house linen for all

Qty.	Price	Ext.
9	\$5.00	\$45.00

Order Summary

Order Totals

Beverages	Food	Supplies	Sub Total	\$300.11
\$37.14	\$217.97	\$45.00	Order Total	\$300.11
			Balance Due	\$300.11

Special Instructions

I am requesting rental of white tablecloths for the four (4) rounds that will be in the room. Please set the food clean-up time at 5:30 p.m. as the program will run from 4 p.m. to 5 p.m.

Order #6052

Event Name: **Mentoring Meet & Greet Kick-off**

Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #6005

Monday, 8/27/2018

Ordered On: 8/2/2018

Last Modified: 8/2/2018 1:30:05 PM

Confirmed

Customer Information

First Name: Nancy**Last Name:** Nieto**Department:** Student Affairs**Email:** nieton108@cod.edu**Phone:** 630-942-3539

Payment Information

Payment Type : Department Account**Approval Email:** jimene@cod.edu**Department Account Number:** 01-80-00394-5501001**Policy Acceptance:** I Accept | NN

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Nancy Nieto**Contact Phone:** 3539**How Many Tables Ordered for Food Service?:** 1**Double Sided Tables?:** No**How Many Stations?:** 1**Building:** SRC**Room#:** 2032

Event Information

Guest Count: 45**Pick-up/ Delivery Date:** Monday, 8/27/2018**Food Delivery Time:** 11:45 AM**Event Start Time:** 12:00 PM**Food Clean-up Time:** 1:30 PM

BEVERAGES

Water Service - Water (serves 16 per gallon) - per gallon

Qty.	Price	Ext.
3	\$2.99	\$8.97

FOOD

Little Italy

- Seasonal Vegetable
- Penne Pasta with choice of Sauce
- Caesar Salad with Homemade Croutons
- Italian Sausage and Meatballs
- Dinner Rolls
- Parmesan Cheese
- Choice of Dessert
- Raspberry Iced Tea or Lemonade

Qty.	Price	Ext.
30	\$15.99	\$479.70

- Meatball and Italian Sausage with Peppers and French Rolls - (Little Italy Choice)
- Marinara Sauce - (Little Italy Sauce Choice)
- Brownies - (Specialty Buffet Dessert)
- Raspberry Iced Tea

Order Summary

Beverages
\$8.97

Food
\$479.70

Order Totals

Sub Total	\$488.67
Order Total	\$488.67
Balance Due	\$488.67

Special Instructions

Marek, Robert

From: Jerak, Susan
Sent: Wednesday, September 12, 2018 12:33 PM
To: Marek, Robert
Subject: RE: Approval Required: Sodexo Order No. 6005

This is approved to pay.

Sue

Susan M. Jerak
Dean of Students
College of DuPage
630.942.3224/ jeraks@cod.edu

From: Marek, Robert
Sent: Wednesday, September 12, 2018 11:09 AM
To: Jerak, Susan <jeraks@cod.edu>
Subject: Approval Required: Sodexo Order No. 6005

Hi Sue,

When you have a moment, can you please review the attached Sodexo order #6005 for \$488.67 and reply with your approval to pay? The approval email went to Saraliz Jimenez who does not have signing authority for department 00394. Let me know if you have any questions.

Thanks!

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

Event Name: **8/27/18 Congressman Foster Innovation DuPage Briefing**



Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #6062

Monday, 8/27/2018

Ordered On: 8/23/2018

Last Modified: 8/24/2018 8:16:14 AM



Confirmed

Customer Information

First Name: Erin

Last Name: Carrillo

Department: President's Office

Email: carrilloe42@cod.edu

Phone: 630-942-2203

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Erin Carrillo

Contact Phone: 2203

How Many Tables Ordered for Food Service?: 1

Double Sided Tables?: No

How Many Stations?: 1

Building: TEC

Room#: 1038B

Payment Information

Payment Type : Department Account

Approval Email: millush@cod.edu **OK!**

Department Account Number: 01-80-00785-5501001

Policy Acceptance: I Accept | ec

Event Information

Guest Count: 15

Pick-up/ Delivery Date: Monday, 8/27/2018

Food Delivery Time: 11:15 AM

Event Start Time: 11:45 AM

Food Clean-up Time: 2:00 PM

BEVERAGES

Bottled Water, 20 oz - each

Qty.	Price	Ext.
12	\$2.19	\$26.28

Coffee (10 servings) - per gallon

2	\$19.99	\$39.98
---	---------	---------

- 1 Regular coffee and 1 Decalf coffee

Fresh Brewed Iced Tea - per gallon

1	\$9.75	\$9.75
---	--------	--------

Order Summary

Beverages
\$76.01

Order Totals

Sub Total	\$76.01
Order Total	\$76.01
Balance Due	\$76.01

Special Instructions

PLEASE NOTE: DATE SHOULD BE 8/27/18! Please change order date on your end.
REQUESTING BLACK CUPS FOR HOT BEVERAGES.

Order #6062

Event Name: **WeWork Health Forum**

Flavours by Sodexo at The College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #6047

Monday, 8/27/2018

Ordered On: 8/15/2018

Last Modified: 8/16/2018 8:02:58 AM

Confirmation Pending

Customer Information

First Name: Jennifer
Last Name: Charles
Department: Conference and Events
Email: charlesj36@cod.edu
Phone: 630-942-3953

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Jennifer Charles
Contact Phone: 3953
How Many Tables Ordered for Food Service?: 3
Double Sided Tables?: No
How Many Stations?: 1
Building: CHC
Room#: 2001 (Silverleaf Conf. Room)

Payment Information

Payment Type : Department Account
Approval Email: schultze399@cod.edu
Department Account Number: 01-90-13290-5509001
Policy Acceptance: I Accept | JC

OK!

Event Information

Guest Count: 30
Pick-up/ Delivery Date: Monday, 8/27/2018
Food Delivery Time: 11:00 AM
Event Start Time: 11:15 AM
Food Clean-up Time: 1:15 PM

FOOD

Little Italy

- Seasonal Vegetable
- Penne Pasta with choice of Sauce
- Caesar Salad with Homemade Croutons
- Italian Sausage and Meatballs
- Dinner Rolls
- Parmesan Cheese
- Choice of Dessert
- Raspberry Iced Tea or Lemonade

Qty. Price Ext.

30 \$15.99 \$479.70

- Chicken Cacciatore - (Little Italy Choice)
- Alfredo Sauce - (Little Italy Sauce Choice)
- Cookies - (Specialty Buffet Dessert)
- Raspberry Iced Tea
- - Can we also serve Meat Sauce too please? - Can we also serve Unsweetened Iced Tea for the Beverage option please?

Order Summary

Food
\$479.70

Order Totals

Sub Total \$479.70
Order Total \$479.70
Balance Due \$479.70

Special Instructions

- Buffet will be outside room in hall

Event Name: **Chap Days - Inflatable Day & Walking Taco's**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5920

Tuesday, 8/28/2018

Ordered On: 7/17/2018

Last Modified: 8/31/2018 7:07:49 PM

Confirmed

Customer Information

First Name: Nicole
Last Name: Plumtree
Department: Student Life
Email: plumtreen@cod.edu
Phone: 6309422644

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Nicole Plumtree
Contact Phone: 630.942.2644
How Many Tables
Ordered for Food 3
Service?:
Double Sided No
Tables?:
How Many 1
Stations?:
Building: SSC
Room#: Compass Hill

Payment Information

Payment Type : Department Account
Approval Email: steelec@cod.edu **OK!**
Department
Account Number: 01-30-12931-5501001
Policy
Acceptance: I Accept | NP

Event Information

Guest Count: 1000
Pick-up/ Delivery
Date: Tuesday, 8/28/2018
Food Delivery
Time: 10:45 AM
Event Start Time: 11:00 AM
Food Clean-up
Time: 1:30 PM

BEVERAGES

Water Service - Water (serves 16 per gallon) - per gallon

Qty.	Price	Ext.
25	\$2.99	\$74.75

Raspberry Iced Tea - per gallon

25	\$12.59	\$314.75
----	---------	----------

OTHER

Custom Product

Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability.

Qty.	Price	Ext.
1000	\$3.39	\$3,390.00

- 1,000 "walking taco's" - please have one pan of black beans instead of meat for the vegetarians. Please have the sour cream, cheese, lettuce, jalapeno's and salsa in separate bowls. Only want Frito chips.

Custom Item

Side Sour Cream and Salsa for 1000

1	\$259.00	\$259.00
---	----------	----------

Order Summary

Beverages	Other
\$389.50	\$3,649.00

Order Totals

Sub Total	\$4,038.50
Order Total	\$4,038.50
Balance Due	\$4,038.50

Special Instructions

Order #5920

Event Name: **Chap Days - Scavenger Hunt & Bagels**

Flavours by Sodexo at The College of
DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
(630) 942-2555

ORDER #5911

Monday, 8/27/2018

Ordered On: 7/17/2018

Last Modified: 8/31/2018 7:04:05 PM

Confirmed

Customer Information

First Name: Nicole
Last Name: Plumtree
Department: Student Life
Email: plumtreen@cod.edu
Phone: 6309422644

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Nicole Plumtree
Contact Phone: 6309422644

How Many Tables
Ordered for Food 3
Service?:

Double Sided
Tables?: No

How Many
Stations?: 1

Building: Student Life
Room#: Hallway

Payment Information

Payment Type : Department Account
Approval Email: steelec@cod.edu OK!
Department
Account Number: 01-30-12931-5501001
Policy
Acceptance: I Accept | NP

Event Information

Guest Count: 1000
Pick-up/ Delivery
Date: Monday, 8/27/2018
Food Delivery
Time: 9:45 AM
Event Start Time: 10:00 AM
Food Clean-up
Time: 1:30 PM

BEVERAGES

Hot Chocolate - per gallon

- Please be sure to have necessary amount of napkins and cups.

Qty.	Price	Ext.
32	\$12.99	\$415.68

FOOD

Einstein's Assorted Bagels - per dozen

Qty.	Price	Ext.
83	\$19.99	\$1,659.17

OTHER

Custom Product

Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability.

- Einstein Bagels. Please include: cream cheese, butter, and jelly. Have bagels sliced. Breakdown includes: plain - 125, chocolate -275, asiago- 275, blueberry -250, sesame - 75

Qty.	Price	Ext.
1000	\$0.00	\$0.00

Order Summary

Beverages	Food	Other
\$415.68	\$1,659.17	\$0.00

Order Totals

Sub Total	\$2,074.85
Order Total	\$2,074.85
Balance Due	\$2,074.85

Special Instructions

Order #5911

Event Name: **WeWork for Health Coffee Break**

Flavours by Sodexo at The College of DuPage
 425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137
 (630) 942-2555

ORDER #6049

Monday, 8/27/2018

Ordered On: 8/15/2018

Last Modified: 8/16/2018 8:02:26 AM

Confirmation Pending

Customer Information

First Name: Jennifer**Last Name:** Charles**Department:** Conference and Events**Email:** charlesj36@cod.edu**Phone:** 630-942-3953

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Jennifer Charles**Contact Phone:** 3953**How Many Tables****Ordered for Food** 1**Service?:****Double Sided** No
Tables?:**How Many** 1
Stations?:**Building:** CHC**Room#:** 2001 (Silverleaf Conf. Room)

Payment Information

Payment Type : Department Account**Approval Email:** schultze399@cod.edu **OK!****Department** 01-90-13290-5509001
Account Number:**Policy** I Accept | JC
Acceptance:

Event Information

Guest Count: 30**Pick-up/ Delivery**
Date: Monday, 8/27/2018**Food Delivery**
Time: 10:30 AM**Event Start Time:** 10:45 AM**Food Clean-up**
Time: 1:15 PM

BEVERAGES

Coffee (10 servings) - per gallon**Water Service - Water (serves 16 per gallon) - per gallon**

Qty.	Price	Ext.
2	\$19.99	\$39.98
3	\$2.99	\$8.97

Order Summary

Beverages
 \$48.95

Order Totals

Sub Total \$48.95
Order Total \$48.95
Balance Due \$48.95

Special Instructions

- Please set up inside the room

Order #6049

From: marekr@cod.edu
Sent: Wed Nov 14 08:24:19 CST 2018
To: invoicing@cod.edu
CC:
Subject:

Bobby Marek
Accounts Payable Analyst
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu