

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1239587  
Vendor Name: Sodexo  
Invoice Number: 236696  
Invoice Date: 09/24/18  
PO Number:  
Check Number: E0070438  
Check Amount: \$ 14,856.61  
Check Date: 11/16/2018  
Department ID: 00000  
Reviewer Name: None  
Voucher Number: V0542627  
Redaction Type: None  
Document Type: AP Invoice

Document Below

CHECK GROUP 114

BM

## SODEXO, INC &amp; AFFILIATES

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

## INVOICE

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

VN1239587

V0542627

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

AP VERIFIED

11/16/18 - ROBERT MAREK

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMBER	
Net30	100022120	1239587	11/16/18	236696	
DESCRIPTION	CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL	
01-90-00821-5501001 Foundation Board of Directors	6079	\$237.67		\$237.67 ✓	
01-30-12931-5501001 Club Advisor Training	6100	\$242.48		\$242.48 ✓	
01-3012931-5501001 Club Advisor Training	6101	\$191.54		\$191.54 ✓	
01-80-00785-5501001 Dr. Curtis -Chavez Reception	6130	\$751.82		\$751.82 ✓	
01-40-00774-5509001 Illinois Judicial Branch	6114	\$581.30		\$581.30 ✓	
01-90-00813-5501001 Regular Board Meeting	6063	\$32.26		\$32.26 ✓	
01-80-00789-5501001 Constitution Day Event	6096	\$349.80		\$349.80 ✓	
10-99-99328-2900099 CODEC Club Meeting	6083	\$32.96		\$32.96 ✓	
01-10-15065-5501001 Tutoring Fall Event- SRC	6074	\$94.36		\$94.36 ✓	
01-10-15065-5501001 Tutoring Fall Event- TEC	6075	\$23.59		\$23.59 ✓	
01-30-12931-5501001 Fall Advisor Training	6099	\$200.81		\$200.81 ✓	
05-63-63001-5501001 Public Service Training	6089	\$303.60		\$303.60 ✓	
01-80-00781-5501001 Office of the President Lunc	6090	\$94.32		\$94.32 ✓	
01-80-00394-5501001 Bilingualism-Kim Potowski	6002	\$229.68		\$229.68 ✓	
01-30-12931-5501001 Fall Advisor Training	6097	\$200.81		\$200.81 ✓	
Tax-exempt#:e99999		<b>INVOICE TOTAL</b>	\$3,567.00	\$0.00	\$3,567.00

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.

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Event Name: **Foundation Board of Directors Meeting**

Flavours by Sodexo at The College of  
DuPage

425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137  
(630) 942-2555

ORDER #6079

Tuesday, 9/18/2018

Ordered On: 9/4/2018

Last Modified: 9/4/2018 11:24:06 AM

Confirmation Pending

## Customer Information

**First Name:** Kristy**Last Name:** Schultz**Department:** Institutional Advancement**Email:** schultzk60@cod.edu**Phone:** 6309423088

## Delivery / Pickup Information

**Method:** On Campus Delivery**Event Contact:** Kristy Schultz**Contact Phone:** 3088**How Many Tables****Ordered for Food** None**Service?:****Double Sided** No  
**Tables?:****How Many** 1  
**Stations?:****Building:** SSC**Room#:** 2200

## Payment Information

**Payment Type :** Department Account**Approval Email:** karen.kuhn@codfound.org**Department** 01-90-00821-5501001**Account Number:****Policy** I Accept | KS**Acceptance:**

## Event Information

**Guest Count:** 22**Pick-up/ Delivery**  
**Date:** Tuesday, 9/18/2018**Food Delivery**  
**Time:** 7:00 AM**Event Start Time:** 7:15 AM**Food Clean-up**  
**Time:** 10:00 AM

## FOOD

**Mixed Nuts with Peanuts- per person**

Qty.	Price	Ext.
15	\$2.59	\$38.85

**Individual Assorted Yogurts - each**

16	\$1.99	\$31.84
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**The Classic Continental**

- Seasonal Cubed Fresh Fruit Tray
- Bakers choice of two Breakfast Baked Goods
- Butter, Cream Cheese and Assorted Jellies
- Chilled Bottled Orange Juice and Apple Juice
- Freshly Brewed Coffee and Decaffeinated Coffee
- Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included

22	\$7.59	\$166.98
----	--------	----------

- Assorted Breakfast Breads

- Assorted Bagels

- 2 guests are gluten free so please accommodate if possible. Also, please swap out the chilled juices for water bottles. Thank you in advance!

## Order Summary

**Food**  
\$237.67

## Order Totals

**Sub Total** \$237.67  
**Order Total** \$237.67  
**Balance Due** \$237.67

## Special Instructions

Please replaced juice with water bottles

## Marek, Robert

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**From:** Dowling, Earl  
**Sent:** Friday, November 16, 2018 2:28 PM  
**To:** Marek, Robert  
**Subject:** RE: Approval Needed for Sodexo Orders 6068 and 6079

approve

Earl E. Dowling  
Vice President, Student Affairs and Institutional Advancement  
College of DuPage  
425 Fawell Blvd. Berg Instructional Center (BIC) 1520G Glen Ellyn, IL 60137-6599  
phone 630.942.3416 l fax 630.790.4924 l [dowlinge@cod.edu](mailto:dowlinge@cod.edu)

**Alternate contact:** Julie Wolfe | T: 630-942-3555 | [wolfej9378@cod.edu](mailto:wolfej9378@cod.edu)

*CONFIDENTIALITY NOTICE: This electronic transmission and any documents accompanying this electronic transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic transmission in error, please delete it immediately, and notify the sender of the error so it can be corrected.*

**From:** Marek, Robert  
**Sent:** Friday, November 16, 2018 1:57 PM  
**To:** Dowling, Earl <[dowlinge@cod.edu](mailto:dowlinge@cod.edu)>  
**Cc:** Wolfe, Julie <[wolfej9378@cod.edu](mailto:wolfej9378@cod.edu)>  
**Subject:** Approval Needed for Sodexo Orders 6068 and 6079

Hi Earl,

When you have a moment, can you please review the attached Sodexo orders 6068 (for Foundation Executive/Finance Committee Meetings) and 6079 (for Foundation Board of Directors Meeting) and reply with your approval to pay? Karen Kuhn does not have signing authority for department 00821 (under Payment Information section). I'm unable to route these through Perceptive because these orders are part of a larger invoice. Please let me know if you have any questions.

Thank you,

Bobby Marek  
Accounts Payable Analyst  
Cash Disbursements/Payroll Department  
**College of DuPage**  
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599  
phone 630-942-2229 l [marekr@cod.edu](mailto:marekr@cod.edu)

Event Name: **Club Advisor Training**

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

ORDER #6100

Tuesday, 9/18/2018

Ordered On: 9/10/2018

Last Modified: 9/24/2018 11:33:55 AM

Confirmed

## Customer Information

First Name: Nicole

Last Name: Plumtree

Department: Student Life

Email: plumtree@cod.edu

Phone: 6309422644

Delivery / Pickup  
Information

Method: On Campus Delivery

Event Contact: Nicole Plumtree

Contact Phone: x2644

How Many  
Tables Ordered  
for Food  
Service?: 2Double Sided  
Tables?: NoHow Many  
Stations?: 1

Building: SSC

Room#: 1225

## Payment Information

Payment  
Type: Department AccountApproval  
Email: steelec@cod.edu ✓

Department

Account 01-30-12931-5501001

Number:

Policy  
Acceptance: I Accept | NP

## Event Information

Guest Count: 18

Pick-up/  
Delivery Date: Tuesday, 9/18/2018Food Delivery  
Time: 11:15 AMEvent Start  
Time: 11:30 AMFood Clean-up  
Time: 1:30 PM

## BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	2	\$2.99	\$5.98
Raspberry Iced Tea - per gallon	2	\$12.59	\$25.18

## OTHER

	Qty.	Price	Ext.
<b>Custom Product</b> Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. <ul style="list-style-type: none"> <li>Baked potato bar (suggested toppings - butter, sour cream, shredded cheese, chives and bacon crumbles) and a salad bar (suggested items -- spinach and mixed greens, hard boiled eggs, shredded cheese, tomato, cucumbers, cooked broccoli, grilled chicken with two different dressings)</li> </ul>	18	\$9.99	\$179.82
<b>Custom Product</b> Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. <ul style="list-style-type: none"> <li>Soup of the Day</li> </ul>	18	\$1.75	\$31.50

Order Summary		Order Totals	
Beverages	Other	Sub Total	\$242.48
\$31.16	\$211.32	Order Total	\$242.48
		Balance Due	\$242.48

## Special Instructions

Event Name: **Club Advisor Training**

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

ORDER #6101

Wednesday, 9/19/2018

Ordered On: 9/10/2018

Last Modified: 9/24/2018 11:34:49 AM

Confirmed

## Customer Information

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

Delivery / Pickup  
Information

**Method:** On Campus Delivery  
**Event Contact:** Nicole Plumtree  
**Contact Phone:** x2644  
**How Many  
Tables Ordered  
for Food  
Service?:** 2  
**Double Sided  
Tables?:** No  
**How Many  
Stations?:** 1  
**Building:** SSC  
**Room#:** 1225

## Payment Information

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

## Event Information

**Guest Count:** 18  
**Pick-up/  
Delivery Date:** Wednesday, 9/19/2018  
**Food Delivery  
Time:** 11:15 AM  
**Event Start  
Time:** 11:30 AM  
**Food Clean-up  
Time:** 1:30 PM

## BEVERAGES

	Qty.	Price	Ext.
<b>Water Service - Water (serves 16 per gallon) - per gallon</b>	2	\$2.99	\$5.98
<b>Raspberry Iced Tea - per gallon</b>	2	\$12.59	\$25.18

## OTHER

	Qty.	Price	Ext.
<b>Custom Product</b> Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. • Baked potato bar (suggested toppings - butter, sour cream, shredded cheese, chives and bacon crumbles) and a salad bar (suggested items -- spinach and mixed greens, hard boiled eggs, shredded cheese, tomato, cucumbers, cooked broccoli, grilled chicken with two different dressings)	18	\$9.99	\$179.82
<b>Custom Product</b> Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. • Soup of the Day	18	\$1.75	\$31.50

Order Summary		Order Totals	
<b>Beverages</b>	<b>Other</b>	<b>Sub Total</b>	\$242.48
\$31.16	\$211.32	<b>Discount</b>	-\$50.94
		<b>Order Total</b>	\$191.54
		<b>Balance Due</b>	\$191.54

## Special Instructions

Event Name: **9.20.18 Dr. Curtis-Chavez Reception**

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

ORDER #6130

Thursday, 9/20/2018

Ordered On: 9/17/2018

Last Modified: 9/24/2018 11:32:35 AM

Confirmed

## Customer Information

**First Name:** Erin  
**Last Name:** Carrillo  
**Department:** President's Office  
**Email:** carrilloe42@cod.edu  
**Phone:** 630-942-2203

## Payment Information

**Payment Type:** Department Account  
**Approval Email:** millush@cod.edu  
**Department Account Number:** 01-80-00785-5501001  
**Policy Acceptance:** I Accept | ec

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Erin Carrillo  
**Contact Phone:** 2203  
**How Many Tables Ordered for Food Service?:** 2  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 2201

## Event Information

**Guest Count:** 35  
**Pick-up/Delivery Date:** Thursday, 9/20/2018  
**Food Delivery Time:** 5:00 PM  
**Event Start Time:** 5:30 PM  
**Food Clean-up Time:** 7:00 PM

## BEVERAGES

	Qty.	Price	Ext.
Water Service - Water with Fruit, Lemon, Limes (serves 16 per gallon) - per gallon	2	\$4.99	\$9.98
Coffee (10 servings) - per gallon	2	\$19.99	\$39.98
Hot Tea - per gallon	1	\$12.99	\$12.99
Fresh Brewed Iced Tea - per gallon	2	\$9.75	\$19.50
Arnold Palmer			

## FOOD

	Qty.	Price	Ext.
Half Sheet Cake	1	\$80.29	\$80.29
Half Sheet Cake with your choice of Frosting.			
Marble Cake			
Vanilla Buttercream			
Décor in COD green			
Confetti			
COD Logo			



**Needs to say : Welcome Dr. Mark Curtis - Chavez  
( tilde over a )**

**Mini Fresh Fruit Skewer**

Mini Fresh Fruit Skewer.

3 \$20.99 \$62.97

**OTHER**

**Custom Item**

Nicer high end Vegetable / Dip tray for 35

Qty. Price Ext.  
1 \$69.79 \$69.79

**Custom Item**

High end Finger sandwiches:  
Round Cucumber and Dill - white and wheat bread - 3 dozen  
Ham, brie, green apple and Dijon mustard on French bread - 3 dozen  
Chicken Salad with grapes on mini croissants - 3 dozen

9 \$33.48 \$301.32

**Add A Server**

Add a server.

4 \$30.00 \$120.00

**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.

- 2 round tables and 5 high boy tables

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

Order Summary				Order Totals	
Beverages	Food	Other	Supplies	Sub Total	\$751.82
\$82.45	\$143.26	\$491.11	\$35.00	Order Total	\$751.82
				Balance Due	\$751.82

**Special Instructions**

THIS EVENT IS FOR THURSDAY, SEPTEMBER 20, 2018. Please change date accordingly. Also add the following to the order: 3 doz. cucumber/dill cream cheese sandwiches; 3 doz. ham/brie mini sandwich; 3 doz. chicken salad on croissants; gluten free option for Earl; and Vegetable Platter for 35.

**Order #6130**



Event Name: **Illinois Judicial Branch Traveling Exhibit**

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

ORDER #6114

Friday, 9/21/2018

Ordered On: 9/12/2018

Last Modified: 9/14/2018 12:08:27 PM

Confirmed

## Customer Information

**First Name:** Joan  
**Last Name:** DiPiero  
**Department:** Marketing/Communications  
**Email:** dipieroj@cod.edu  
**Phone:** 630-942-3872

## Payment Information

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

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Joan DiPiero  
**Contact Phone:** 3872  
**How Many Tables Ordered for Food Service?:** 2  
**Double Sided Tables?:** Yes  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 22201

## Event Information

**Guest Count:** 70  
**Pick-up/ Delivery Date:** Friday, 9/21/2018  
**Food Delivery Time:** 7:30 AM  
**Event Start Time:** 7:45 AM  
**Food Clean-up Time:** 10:15 AM

## FOOD

**The Classic Continental**

- Seasonal Cubed Fresh Fruit Tray
- Bakers choice of two Breakfast Baked Goods
- Butter, Cream Cheese and Assorted Jellies
- Chilled Bottled Orange Juice and Apple Juice
- Freshly Brewed Coffee and Decaffeinated Coffee
- Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included

Qty.	Price	Ext.
70	\$7.59	\$531.30

- Cinnamon Rolls
- Assorted Bagels
- No quiche; Please include Orange and Apple Juice.

## 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.

- 10 table cloths. We will have five round tables (seating 8) and five tall boys.

Qty.	Price	Ext.
10	\$5.00	\$50.00

## Order Summary

## Order Totals

<b>Sub Total</b>	\$581.30
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**Food**  
\$531.30

**Supplies**  
\$50.00

**Order Total** \$581.30  
**Balance Due** **\$581.30**

Special Instructions

Order #53130

Event Name: **9/20/18 Regular Board Meeting**



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

**ORDER #6063**  
**Thursday, 9/20/2018**  
Ordered On: 8/23/2018  
Last Modified: 8/23/2018 3:12:32 PM  
 **Confirmed**

Customer Information

**First Name:** Erin  
**Last Name:** Carrillo  
**Department:** President's Office  
**Email:** carrilloe42@cod.edu  
**Phone:** 630-942-2203

Payment Information

**Payment Type :** Department Account ✓  
**Approval Email:** millush@cod.edu  
**Department Account Number:** 01-90-00813-5501001  
**Policy Acceptance:** I Accept | ec

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:** SSC  
**Room#:** 2200

Event Information

**Guest Count:** 50  
**Pick-up/ Delivery Date:** Thursday, 9/20/2018  
**Food Delivery Time:** 4:45 PM  
**Event Start Time:** 5:00 PM  
**Food Clean-up Time:** 7:00 AM

BEVERAGES

	Qty.	Price	Ext.
<b>Bottled Water, 20 oz - each</b>	12	\$2.19	\$26.28
<b>Water Service - Water (serves 16 per gallon) - per gallon</b>	2	\$2.99	\$5.98

Order Summary

**Beverages**  
\$32.26

Order Totals

**Sub Total** \$32.26  
**Order Total** \$32.26  
**Balance Due** **\$32.26**

Special Instructions

Order #6063

Event Name: **Constitution Day Event**



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

**ORDER #6096**

**Thursday, 9/20/2018**

Ordered On: 9/10/2018

Last Modified: 9/10/2018 8:37:47 AM

**Confirmed**

**Customer Information**

**First Name:** Barbara

**Last Name:** Groves

**Department:** Academic Affairs

**Email:** grovesb16@cod.edu

**Phone:** 630-942-2005

**Delivery / Pickup Information**

**Method:** On Campus Delivery

**Event Contact:** Tauya Forst

**Contact Phone:** 630-942-3019

**How Many Tables**

**Ordered for Food 3**

**Service?:**

**Double Sided Tables?:** Yes

**How Many Stations?:** 1

**Building:** HEC

**Room#:** Atrium

**Payment Information**

**Payment Type :** Department Account

**Approval Email:** overstreetk@cod.edu

**Department**

**Account Number:** 01-80-00789-5501001

**Policy** I Accept | BJG

**Acceptance:**

**Event Information**

**Guest Count:** 75

**Pick-up/ Delivery Date:** Thursday, 9/20/2018

**Food Delivery Time:** 10:00 AM

**Event Start Time:** 11:00 AM

**Food Clean-up Time:** 1:00 PM

**BEVERAGES**

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

Qty.	Price	Ext.
5	\$2.99	\$14.95

**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.
3	\$13.99	\$41.97

**Cold Displays - Fresh Vegetable Tray, 25-50 people - each**

1	\$65.99	\$65.99
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**Cold Displays - Fresh Fruit Tray, 15-25 people - each**

2	\$45.99	\$91.98
---	---------	---------

**Cheese Pizza - per pizza**

2	\$13.99	\$27.98
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**Sausage Pizza - per pizza**

3	\$14.99	\$44.97
---	---------	---------

**Vegetable Pizza - per pizza**

2	\$14.99	\$29.98
---	---------	---------

**Fresh Baked Brownies (Fudge and M&M`s) - per dozen**

2	\$15.99	\$31.98
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**Order Summary**

**Beverages**  
\$14.95

**Food**  
\$334.85

**Order Totals**

<b>Sub Total</b>	\$349.80
<b>Order Total</b>	\$349.80
<b>Balance Due</b>	\$349.80

**Special Instructions**

2018/09/10 10:00 AM

Event Name: **CODEC Club Meeting**



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

ORDER #6083  
Wednesday, 9/19/2018  
Ordered On: 9/4/2018  
Last Modified: 9/4/2018 2:34:16 PM  
 Confirmed

Customer Information

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

Delivery / Pickup Information

**Method:** Pick-up  
**Event Contact:** Nicole Plumtree  
**Contact Phone:** x2644

Event Information

**Guest Count:** 20  
**Pick-up/ Delivery Date:** Wednesday, 9/19/2018  
**Earliest Pick-Up Time:** 2:45 PM  
**Latest Pick-Up Time:** 3:00 PM

Payment Information

**Payment Type :** Department Account  
**Approval Email:** steelec@cod.edu  
**Department Account Number:** 10-99-99328-2900099  
**Policy Acceptance:** I Accept | NP

BEVERAGES

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

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

FOOD

**Student Pizza Cost (for Student Club Pickups) - per pizza**

- 3 cheese pizzas

Qty.	Price	Ext.
3	\$9.99	\$29.97

Order Summary

<b>Beverages</b>	<b>Food</b>
\$2.99	\$29.97

Order Totals

<b>Sub Total</b>	\$32.96
<b>Order Total</b>	\$32.96
<b>Balance Due</b>	<b>\$32.96</b>

Special Instructions

ORDER #6083

Event Name: **Tutoring Fall Event - SRC**

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

**ORDER #6074**  
**Wednesday, 9/19/2018**  
 Ordered On: 8/30/2018  
 Last Modified: 8/31/2018 12:24:39 PM  
**Confirmation Pending**

## Customer Information

**First Name:** Angel  
**Last Name:** Nance  
**Department:** Learning Commons  
**Email:** nancea@cod.edu  
**Phone:** 630-942-3456

## Payment Information

**Payment Type :** Department Account  
**Approval Email:** szakonyi@cod.edu ✓  
**Department Account Number:** 01-10-15065-5501001  
**Policy Acceptance:** I Accept | an

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Angel Nance  
**Contact Phone:** 3456  
**How Many Tables Ordered for Food:** 1  
**Service?:**  
**Double Sided Tables?:** Yes  
**How Many Stations?:** 1  
**Building:** SRC  
**Room#:** 2102

## Event Information

**Guest Count:** 150  
**Pick-up/ Delivery Date:** Wednesday, 9/19/2018  
**Food Delivery Time:** 10:30 AM  
**Event Start Time:** 11:00 AM  
**Food Clean-up Time:** 1:30 PM

## FOOD

	Qty.	Price	Ext.
<b>Subway Double Chocolate Cookie Platter</b> Double Chocolate Cookie Platter.	1	\$23.59	\$23.59
<b>Subway Chocolate Chip Cookie Platter</b> Chocolate Chip Cookie Platter.	2	\$23.59	\$47.18
<b>Subway Sugar Cookie Platter</b> Sugar Cookie Platter.	1	\$23.59	\$23.59

## Order Summary

**Food**  
**\$94.36**

## Order Totals

**Sub Total** \$94.36  
**Order Total** \$94.36  
**Balance Due** **\$94.36**

## Special Instructions

If possible please mix the cookies so there is a variety on each platter. Thank you!

Order #6074

Event Name: **Tutoring Fall Event - TEC**

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

ORDER #6075

Wednesday, 9/19/2018

Ordered On: 8/30/2018

Last Modified: 8/31/2018 12:24:10 PM

Confirmation Pending

## Customer Information

**First Name:** Angel**Last Name:** Nance**Department:** Learning Commons**Email:** nancea@cod.edu**Phone:** 630-942-3456

## Payment Information

**Payment Type :** Department Account**Approval Email:** szakonyi@cod.edu**Department Account Number:** 01-10-15065-5501001**Policy Acceptance:** I Accept | an

## Delivery / Pickup Information

**Method:** On Campus Delivery**Event Contact:** Angel Nance**Contact Phone:** 3456**How Many Tables****Ordered for Food 1****Service?:****Double Sided** Yes  
**Tables?:****How Many** 1  
**Stations?:****Building:** TEC**Room#:** 1016B

## Event Information

**Guest Count:** 50**Pick-up/ Delivery****Date:** Wednesday, 9/19/2018**Food Delivery****Time:** 10:00 AM**Event Start Time:** 11:00 AM**Food Clean-up****Time:** 1:30 PM

## FOOD

**Subway Chocolate Chip Cookie Platter**

Chocolate Chip Cookie Platter.

Qty.	Price	Ext.
1	\$23.59	\$23.59

- If possible we would like one dozen of each type of cookie (double chocolate, chocolate chip and sugar) on one platter. If not, then all chocolate chip. Thank you!

## Order Summary

**Food**  
 \$23.59

## Order Totals

**Sub Total** \$23.59  
**Order Total** \$23.59  
**Balance Due** \$23.59

## Special Instructions

Order Total



Event Name: **Fall Advisor Trainings**



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

**ORDER #6099**  
**Wednesday, 9/19/2018**  
Ordered On: 9/10/2018  
Last Modified: 9/11/2018 8:48:54 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 ✓  
**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 2 Service?:**  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 1225

Event Information

**Guest Count:** 18  
**Pick-up/ Delivery Date:** Wednesday, 9/19/2018  
**Food Delivery Time:** 7:45 AM  
**Event Start Time:** 8:00 AM  
**Food Clean-up Time:** 10:30 AM

BEVERAGES

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

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

FOOD

**College of Dupage Breakfast Buffet**

Qty.	Price	Ext.
------	-------	------

- Seasonal Cubed Fresh Fruit and Berries Tray
- Pastry Basket
- Served with Butter and Assorted Jellies
- Hash browns
- Breakfast Potatoes
- Bacon or Sausage
- Your choice of Eggs or Mini Denver Omelette
- Choice of Pancakes or French Toast Casserole with warm Maple Syrup and Melted Butter
- Chilled Bottled Orange Juice and Apple Juice
- Freshly Brewed Coffee and Decaffeinated Coffee
- Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included

18	\$10.99	\$197.82
----	---------	----------

- Fluffy Scrambled Eggs
- Bacon
- French Toast

Order Summary

Order Totals

**Sub Total** \$200.81

**Beverages**

\$2.99

**Food**

\$197.82

**Order Total**

\$200.81

**Balance Due**

**\$200.81**

Special Instructions

Order History

Event Name: **Public Service Training**

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

ORDER #6089

Wednesday, 9/19/2018

Ordered On: 9/7/2018

Last Modified: 9/7/2018 8:58:45 AM

Confirmed

## Customer Information

**First Name:** Debbie**Last Name:** Hasse**Department:** Continuing Education**Email:** hassed@cod.edu**Phone:** 630.942.2679

## Delivery / Pickup Information

**Method:** On Campus Delivery**Event Contact:** Debbie Hasse**Contact Phone:** 2679
**How Many Tables**  
**Ordered for Food 2**  
**Service?:**
**Double Sided**  
**Tables?:** No

**How Many**  
**Stations?:** 1
**Building:** CHC**Room#:** 2001

## Payment Information

**Payment Type :** Department Account**Approval Email:** deasyd@cod.edu
**Department**  
**Account Number:** 05-63-63001-5501001

**Policy**  
**Acceptance:** I Accept | dh

## Event Information

**Guest Count:** 40
**Pick-up/ Delivery**  
**Date:** Wednesday, 9/19/2018

**Food Delivery**  
**Time:** 7:15 AM
**Event Start Time:** 8:00 AM
**Food Clean-up**  
**Time:** 12:15 PM

## FOOD

**The Classic Continental**

- Seasonal Cubed Fresh Fruit Tray
- Bakers choice of two Breakfast Baked Goods
- Butter, Cream Cheese and Assorted Jellies
- Chilled Bottled Orange Juice and Apple Juice
- Freshly Brewed Coffee and Decaffeinated Coffee
- Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included

Qty. Price Ext.

40 \$7.59 \$303.60

- Coffee Cake
- Assorted Bagels

## Order Summary

**Food**  
 \$303.60

## Order Totals

**Sub Total** \$303.60  
**Order Total** \$303.60  
**Balance Due** \$303.60

## Special Instructions

Order #6089

Event Name: **Office of the President Lunch 9/18/18**

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

ORDER #6090

Tuesday, 9/18/2018

Ordered On: 9/7/2018

Last Modified: 9/7/2018 11:44:20 AM

Confirmed

## Customer Information

**First Name:** Tracey**Last Name:** Frye**Department:** Office of the President**Email:** fryetr@cod.edu**Phone:** 630-942-2201

## Delivery / Pickup Information

**Method:** On Campus Delivery**Event Contact:** Tracey Frye**Contact Phone:** 2201**How Many Tables****Ordered for Food 1****Service?:****Double Sided** No  
**Tables?:****How Many** 1  
**Stations?:****Building:** SRC**Room#:** 2135

## Payment Information

**Payment Type :** Department Account**Approval Email:** rondeau@cod.edu**Department** 01-80-00781-5501001 ✓**Account Number:****Policy** I Accept | taf**Acceptance:**

## Event Information

**Guest Count:** 4**Pick-up/ Delivery** Tuesday, 9/18/2018  
**Date:****Food Delivery** 11:30 AM  
**Time:****Event Start Time:** 12:00 PM**Food Clean-up** 2:00 PM  
**Time:**

## FOOD

Qty. Price Ext.

**Apple Orchard and Pecan Salad**

Tart Apples, Dried Cranberries, Chevre, Roast Turkey, Cornbread Croutons, Candied Pecans and Whole Grain Mustard Dressing. All Salad Selections are Accompanied by Your Choice of Bread, Dessert and Beverage.

- Grilled Balsamic Marinated Chicken Breast - per guest - Add \$2.59
- Brownie
- Soda
- Regular Soft Drink
- Diet Soft Drink
- Request variety of soft drinks (1 regular, 1 diet, 2 Perrier) Dressing on the side Water service for 4 Possible to upgrade dessert ?

4 \$20.58 \$82.32

## SERVICE ITEMS

Qty. Price Ext.

**China Service**

Add China to your event.

4 \$3.00 \$12.00

- Full Serviceware - per person - Add \$3.00

## Order Summary

**Food**

\$82.32

**Service Items**

\$12.00

## Order Totals

**Sub Total** \$94.32**Order Total** \$94.32**Balance Due** \$94.32

## Special Instructions

Lunch will be served in the President's Office on her round table.

Order #6090

Event Name: **Bilingualism-Kim Potowski**



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

**ORDER #6002**

**Tuesday, 9/18/2018**

Ordered On: 8/2/2018

Last Modified: 8/2/2018 1:11:03 PM

**Confirmation Pending**

**Customer Information**

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

**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:** SSC  
**Room#:** 2201

**Payment Information**

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

**Event Information**

**Guest Count:** 50  
**Pick-up/ Delivery Date:** Tuesday, 9/18/2018  
**Food Delivery Time:** 10:30 AM  
**Event Start Time:** 10:45 AM  
**Food Clean-up Time:** 12:00 PM

**BEVERAGES**

	Qty.	Price	Ext.
<b>Water Service - Water with Fruit, Lemon, Limes (serves 16 per gallon) - per gallon</b>	3	\$4.99	\$14.97

**FOOD**

	Qty.	Price	Ext.
<b>Thai Peanut Chicken Skewer</b>	3	\$25.59	\$76.77
Thai Peanut Chicken Skewer.			

**Vegetable Spring Rolls**

Vegetable Spring Rolls.	3	\$17.99	\$53.97
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**Mini Assorted Sandwiches**

Mini Assorted Sandwiches.	3	\$27.99	\$83.97
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**Order Summary**

<b>Beverages</b>	<b>Food</b>
\$14.97	\$214.71

**Order Totals**

<b>Sub Total</b>	\$229.68
<b>Order Total</b>	\$229.68
<b>Balance Due</b>	<b>\$229.68</b>

**Special Instructions**

## Marek, Robert

---

**From:** Jerak, Susan  
**Sent:** Friday, November 16, 2018 2:31 PM  
**To:** Marek, Robert  
**Subject:** RE: Approval Needed for Sodexo Order No. 6002

I approve this request.

Sue

Susan M. Jerak  
Dean of Students  
College of DuPage  
630.942.3224/ [jeraks@cod.edu](mailto:jeraks@cod.edu)

---

**From:** Marek, Robert  
**Sent:** Friday, November 16, 2018 2:16 PM  
**To:** Jerak, Susan <[jeraks@cod.edu](mailto:jeraks@cod.edu)>  
**Subject:** Approval Needed for Sodexo Order No. 6002

Hi Sue,

Can you please review the attached Sodexo order #6002 for \$229.68 and reply with your approval to pay? Saraliz does not currently have signing authority for department 00394. Let me know if you have any questions.

Thank you,

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](mailto:marekr@cod.edu)

Event Name: **Fall Advisor Training**

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

ORDER #6097

Tuesday, 9/18/2018

Ordered On: 9/10/2018

Last Modified: 9/11/2018 8:48:45 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  
**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?:** 2  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 1225

## Event Information

**Guest Count:** 18  
**Pick-up/ Delivery Date:** Tuesday, 9/18/2018  
**Food Delivery Time:** 7:45 AM  
**Event Start Time:** 8:00 AM  
**Food Clean-up Time:** 10:30 AM

## BEVERAGES

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

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

## FOOD

**College of Dupage Breakfast Buffet**

Qty.	Price	Ext.
------	-------	------

- Seasonal Cubed Fresh Fruit and Berries Tray
- Pastry Basket
- Served with Butter and Assorted Jellies
- Hash browns
- Breakfast Potatoes
- Bacon or Sausage
- Your choice of Eggs or Mini Denver Omelette
- Choice of Pancakes or French Toast Casserole with warm Maple Syrup and Melted Butter
- Chilled Bottled Orange Juice and Apple Juice
- Freshly Brewed Coffee and Decaffeinated Coffee
- Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included

18	\$10.99	\$197.82
----	---------	----------

- Fluffy Scrambled Eggs
- Sausage
- French Toast

## Order Summary

## Order Totals

<b>Sub Total</b>	<b>\$200.81</b>
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<b>Beverages</b>	<b>Food</b>	<b>Order Total</b>	<b>\$200.81</b>
\$2.99	\$197.82	<b>Balance Due</b>	<b>\$200.81</b>

Special Instructions

Page 4 of 4

-----  
From: marekr@cod.edu  
Sent: Fri Nov 16 14:49:48 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

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236697

Invoice Date: 10/01/18

PO Number:

Check Number: E0070438

Check Amount: \$ 14,856.61

Check Date: 11/16/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0542629

Redaction Type: None

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

Document Below

CHECK GROUP 112 BM

## SODEXO, INC &amp; AFFILIATES

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

## INVOICE

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

VN1239587

V0542629

MAKE CHECKS PAYABLE TO:  
SODEXO, INC & AFFILIATES  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMBER	
Net30	100022720	12096001	10/01/2018	236697	
DESCRIPTION	CUSTOMER REF	AMOUNT	SALES TAX	TOTAL	
01-30-12781-5501001 AEP Open Mic	6135	\$981.65		\$981.65 ✓	
01-80-00789-5501001 AA Student Affairs Retreat	6129	\$91.68		\$91.68 ✓	
05-60-11301-5408001 New PHIL Showboat Showtunes	6137	\$55.96		\$55.96 ✓	
01-90-13290-5509001 Orchidia Fragrance- American	6107	\$426.87		\$426.87 ✓	
01-90-13290-5509001 IL State Chamber of Commerce	6102	\$42.97		\$42.97 ✓	
01-90-13290-5509001 Orchidia Fragrances Breakfast	6106	\$508.30		\$508.30 ✓	
01-90-13290-5509001 Orchidia Fragrances Training	6105	\$30.00		\$30.00 ✓	
01-30-12931-5501001 Multi-Cultural Mash-Up	6132	\$265.41		\$265.41 ✓	
01-80-00394-5501001 Movie: La Boda de Valentina	6087	\$571.48		\$571.48 ✓	
05-63-63001-5501001 Leading Teams	6119	\$303.36		\$303.36 ✓	
01-80-00784-5501001 Meet the Provost Event		\$813.01		\$813.01 ✓	
01-10-00393-5509001 New Employee PM	6117	\$120.89		\$120.89 ✓	
01-10-00393-5509001 New Employee Orientation AM	6116	\$57.94		\$57.94 ✓	
Tax-exempt#:e99999		<b>INVOICE TOTAL</b>	\$4,269.52	\$0.00	\$4,269.52

AP VERIFIED  
11/16/18 - ROBERT MAREK

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: **AEP Open Mic**

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

ORDER #6125

Monday, 9/24/2018

Ordered On: 9/17/2018

Last Modified: 9/20/2018 10:21:53 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 ✓  
**Department Account Number:** 01-30-12781-5501001  
**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 3**  
**Service?:**  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 1200

## Event Information

**Guest Count:** 250  
**Pick-up/ Delivery Date:** Monday, 9/24/2018  
**Food Delivery Time:** 10:45 AM  
**Event Start Time:** 11:00 AM  
**Food Clean-up Time:** 1:30 PM

## BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	6	\$2.99	\$17.94
Raspberry Iced Tea - per gallon	19	\$12.59	\$239.21

## FOOD

	Qty.	Price	Ext.
Cheese Pizza - per pizza all pizzas equal pie cuts	25	\$13.99	\$349.75
Sausage Pizza - per pizza all pizzas equal pie cuts	13	\$14.99	\$194.87
Pepperoni Pizza - per pizza all pizzas equal pie cuts	12	\$14.99	\$179.88

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$981.65
\$257.15	\$724.50	Order Total	\$981.65
		Balance Due	\$981.65

## Special Instructions

This order is for MONDAY, 9/24 - It would be ideal if half of the pizzas could be delivered at 10:45am and the final half at 11:45am for quality purposes.

Order #6125

Event Name: **Academic Affairs/Student Affairs Retreat**

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

ORDER #6129  
Wednesday, 9/19/2018  
Ordered On: 9/17/2018  
Last Modified: 9/17/2018 1:33:19 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 Holman  
**Contact Phone:** x3249

**How Many Tables Ordered for Food Service?:** 1

**Double Sided Tables?:** No

**How Many Stations?:** 1

**Building:** SRC  
**Room#:** 2032

## Payment Information

**Payment Type:** Department Account  
**Approval Email:** overstreetk@cod.edu ✓  
**Department Account Number:** 01-80-00789-5501001  
**Policy Acceptance:** I Accept | KH

## Event Information

**Guest Count:** 35  
**Pick-up/Delivery Date:** Wednesday, 9/19/2018  
**Food Delivery Time:** 11:45 AM  
**Event Start Time:** 12:00 PM  
**Food Clean-up Time:** 5:00 PM

## BEVERAGES

	Qty.	Price	Ext.
Fresh Brewed Iced Tea - per gallon	5	\$9.75	\$48.75
Water Service - Water (serves 16 per gallon) - per gallon	5	\$2.99	\$14.95

## FOOD

	Qty.	Price	Ext.
Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen	2	\$13.99	\$27.98

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$91.68
\$63.70	\$27.98	Order Total	\$91.68
		Balance Due	\$91.68

## Special Instructions

\*\*This is for WEDNESDAY, SEPTEMBER 19th!\*\* The meeting is scheduled to go until 5:00pm.

Order #6129

Event Name: **New PHIL ShowBoat ShowTunes**

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

ORDER #6137

Friday, 9/28/2018

Ordered On: 9/20/2018

Last Modified: 9/24/2018 5:00:51 PM

Confirmation Pending

## Customer Information

First Name: Tom

Last Name: Murray

Department: MAC

Email: murrayt166@cod.edu

Phone: 630-942-3072

Delivery / Pickup  
Information

Method: On Campus Delivery

Event Contact: Tom Murray

Contact Phone: 3072

 How Many  
Tables Ordered  
for Food  
Service?: 1

 Double Sided  
Tables?: No

 How Many  
Stations?: 1

Building: MAC 201

Room#: 201h

## Payment Information

Payment Type: Department Account

Approval Email: Mcgowan@cod.edu ✓

 Department  
Account  
Number: 05-60-11301-5408001

 Policy  
Acceptance: I Accept | TMM

## Event Information

Guest Count: 800

 Pick-up/  
Delivery Date: Friday, 9/28/2018

 Food Delivery  
Time: 11:45 AM

 Event Start  
Time: 3:00 PM

 Food Clean-up  
Time: 6:45 PM

## FOOD

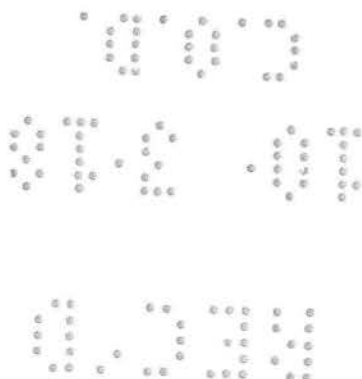
	Qty.	Price	Ext.
Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen	4	\$13.99	\$55.96

Order Summary	Order Totals	
Food	Sub Total	\$55.96
\$55.96	Order Total	\$55.96
	Balance Due	\$55.96

## Special Instructions

Thank you!!

Order #6137





Event Name: **Orchidia Fragrance Training - Afternoon Break**

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

ORDER #6107

Thursday, 9/27/2018

Ordered On: 9/11/2018

Last Modified: 9/24/2018 10:51:15 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?:** 2  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** CHC  
**Room#:** 2001

## Payment Information

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

## Event Information

**Guest Count:** 60  
**Pick-up/Delivery Date:** Thursday, 9/27/2018  
**Food Delivery Time:** 12:15 PM  
**Event Start Time:** 1:00 PM  
**Food Clean-up Time:** 5:00 PM

## BEVERAGES

	Qty.	Price	Ext.
<b>Coffee (10 servings) - per gallon</b> • Please serve one gallon of decaf within this order.	5	\$19.99	\$99.95
<b>Hot Tea - per gallon</b> • Please serve one gallon of decaf within this order.	2	\$12.99	\$25.98
<b>Unsweetened Tea - per gallon</b>	3	\$12.59	\$37.77
<b>Lemonade - per gallon</b>	3	\$12.59	\$37.77
<b>Water Service - Water (serves 16 per gallon) - per gallon</b>	4	\$2.99	\$11.96

## FOOD

	Qty.	Price	Ext.
<b>Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen</b>	6	\$13.99	\$83.94
<b>Trail Mix - per person</b>	50	\$2.59	\$129.50

Order Summary		Order Totals	
<b>Beverages</b>	<b>Food</b>	<b>Sub Total</b>	\$426.87
\$213.43	\$213.44	<b>Order Total</b>	\$426.87
		<b>Balance Due</b>	\$426.87

Special Instructions

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 #6102

Thursday, 9/27/2018

Ordered On: 9/11/2018

Last Modified: 9/11/2018 8:11:54 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** 1**Service?:****Double Sided  
Tables?:** No**How Many  
Stations?:** 1**Building:** SRC**Room#:** 1144

## Payment Information

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

## Event Information

**Guest Count:** 12**Pick-up/ Delivery  
Date:** Thursday, 9/27/2018**Food Delivery  
Time:** 8:00 AM**Event Start Time:** 8:30 AM**Food Clean-up  
Time:** 1:00 PM

## BEVERAGES

**Coffee (10 servings) - per gallon**

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

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

1	\$2.99	\$2.99
---	--------	--------

## Order Summary

**Beverages**  
 \$42.97

## Order Totals

<b>Sub Total</b>	\$42.97
<b>Order Total</b>	\$42.97
<b>Balance Due</b>	\$42.97

## Special Instructions

Order #6102

Event Name: **Orchidia Fragrance Training - Breakfast**

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

ORDER #6106

Thursday, 9/27/2018

Ordered On: 9/11/2018

Last Modified: 9/24/2018 10:56:15 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?: 2

 Double Sided  
Tables?: No

 How Many  
Stations?: 1

Building: CHC

Room#: 2001

## Payment Information

Payment Type: Department Account

Approval Email: schultze399@cod.edu ✓

 Department  
Account  
Number: 01-90-13290-5509001

 Policy  
Acceptance: I Accept | JC

## Event Information

Guest Count: 65

 Pick-up/  
Delivery Date: Thursday, 9/27/2018

 Food Delivery  
Time: 7:00 AM

 Event Start  
Time: 7:30 AM

 Food Clean-up  
Time: 11:45 AM

## BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	5	\$2.99	\$14.95

## FOOD

	Qty.	Price	Ext.
<b>The Classic Continental</b> <ul style="list-style-type: none"> <li>Seasonal Cubed Fresh Fruit Tray</li> <li>Bakers choice of two Breakfast Baked Goods</li> <li>Butter, Cream Cheese and Assorted Jellies</li> <li>Chilled Bottled Orange Juice and Apple Juice</li> <li>Freshly Brewed Coffee and Decaffeinated Coffee</li> <li>Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included</li> </ul>	65	\$7.59	\$493.35
<ul style="list-style-type: none"> <li>Danish</li> <li>Assorted Bagels</li> </ul>			

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$508.30
\$14.95	\$493.35	Order Total	\$508.30
		Balance Due	\$508.30

## Special Instructions

Event Name: **Orchidia Fragrances Training - Linen**

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

ORDER #6105  
Wednesday, 9/26/2018  
Ordered On: 9/11/2018  
Last Modified: 9/11/2018 12:47:05 PM  
Confirmation Pending

## Customer Information

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

## Payment Information

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

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Jennifer Charles  
**Contact Phone:** 3953  
**How Many Tables Ordered for Food Service?:** 6  
**Double Sided Tables?:** Yes  
**How Many Stations?:** 1  
**Building:** BIC  
**Room#:** 1409

## Event Information

**Guest Count:** 60  
**Pick-up/ Delivery Date:** Wednesday, 9/26/2018  
**Food Delivery Time:** 3:00 PM  
**Event Start Time:** 5:00 PM  
**Food Clean-up Time:** 5:00 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.
6	\$5.00	\$30.00

## Order Summary

**Supplies**  
\$30.00

## Order Totals

**Sub Total** \$30.00  
**Order Total** \$30.00  
**Balance Due** \$30.00

## Special Instructions

\*\*Linen is for an order for September 27th. CES will place linen on tables.

Order #6105

Event Name: **Multi-Cultural Mash-Up**

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

ORDER #6132  
Wednesday, 9/26/2018  
Ordered On: 9/18/2018  
Last Modified: 9/19/2018 8:05:16 AM  
 Confirmation Pending

## 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  
**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:** 3  
**Service?:**  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 1200

## Event Information

**Guest Count:** 75  
**Pick-up/ Delivery Date:** Wednesday, 9/26/2018  
**Food Delivery Time:** 3:45 PM  
**Event Start Time:** 4:00 PM  
**Food Clean-up Time:** 5:00 PM

## BEVERAGES

	Qty.	Price	Ext.
<b>Raspberry Iced Tea - per gallon</b>	6	\$12.59	\$75.54

## FOOD

	Qty.	Price	Ext.
<b>Cheese Pizza - per pizza</b>	5	\$13.99	\$69.95
<b>Pepperoni Pizza - per pizza</b>	5	\$14.99	\$74.95
<b>Vegetable Pizza - per pizza</b>	3	\$14.99	\$44.97

## Order Summary

<b>Beverages</b>	<b>Food</b>
\$75.54	\$189.87

## Order Totals

<b>Sub Total</b>	\$265.41
<b>Order Total</b>	\$265.41
<b>Balance Due</b>	\$265.41

## Special Instructions

\* Event ends at 6pm, so items can be picked up the following morning.

Order #6132

Event Name: **Movie: La Boda de Valentina**

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

ORDER #6087  
Wednesday, 9/26/2018  
Ordered On: 9/5/2018  
Last Modified: 9/24/2018 1:56:48 PM  
 Confirmation Pending

## Customer Information

**First Name:** Saraliz  
**Last Name:** Jimenez  
**Department:** Latino Outreach Center  
**Email:** jimene@cod.edu  
**Phone:** 630-942-3039

## Payment Information

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

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Saraliz Jimenez  
**Contact Phone:** 3039  
**How Many Tables**  
**Ordered for Food 6**  
**Service?:**  
**Double Sided**  
**Tables?:** Yes  
**How Many**  
**Stations?:** 2  
**Building:** SSC  
**Room#:** 1200

## Event Information

**Guest Count:** 60  
**Pick-up/ Delivery**  
**Date:** Wednesday, 9/26/2018  
**Food Delivery**  
**Time:** 11:15 AM  
**Event Start Time:** 12:00 PM  
**Food Clean-up**  
**Time:** 2:00 PM

## BEVERAGES

	Qty.	Price	Ext.
<b>Fresh Brewed Iced Tea - per gallon</b>	2	\$9.75	\$19.50
<b>Lemonade - per gallon</b>	2	\$12.59	\$25.18
<b>Water Service - Water with Fruit, Lemon, Limes (serves 16 per gallon) - per gallon</b>	2	\$4.99	\$9.98

## FOOD

	Qty.	Price	Ext.
<b>Vegetable Spring Rolls</b>			
Vegetable Spring Rolls.	3	\$17.99	\$53.97
<b>Crab Rangoon</b>			
Crab Rangoon.	3	\$21.59	\$64.77
<b>Thai Peanut Chicken Skewer</b>			
Thai Peanut Chicken Skewer.	3	\$25.59	\$76.77
<b>Mini Assorted Sandwiches</b>			
Mini Assorted Sandwiches.	3	\$27.99	\$83.97

**Cold Displays - Antipasto Tray, 15-25 people - each**

1 \$65.99 \$65.99

**Cold Displays - Cheese and Cracker Platter, 25-50 people - each**

1 \$85.99 \$85.99

**Half Double Sheet Cake with Filling**

Half Double Sheet Cake with your choice of Frosting and Filling.

1 \$85.36 \$85.36

- Yellow Cake
- Vanilla Buttercream
- Strawberry Preserves Filling

OTHER

Qty. Price Ext.

**Custom Item**

1 \$0.00 \$0.00

**Custom Item**

1 \$0.00 \$0.00

**Order Summary**

**Beverages**

\$54.66

**Food**

\$516.82

**Other**

\$0.00

**Order Totals**

**Sub Total** \$571.48

**Order Total** \$571.48

**Balance Due** \$571.48

Special Instructions

Page 2 of 2



Event Name: **Leading Teams**

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

ORDER #6119

Wednesday, 9/26/2018

Ordered On: 9/13/2018

Last Modified: 9/24/2018 11:59:29 AM

Confirmed

## Customer Information

**First Name:** Debbie  
**Last Name:** Hasse  
**Department:** Continuing Education  
**Email:** hassed@cod.edu  
**Phone:** 630.942.2679

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Debbie Hasse  
**Contact Phone:** 2679

**How Many Tables Ordered for Food Service?:** 2

**Double Sided Tables?:** No

**How Many Stations?:** 1

**Building:** CHC  
**Room#:** 2001

## Payment Information

**Payment Type:** Department Account  
**Approval Email:** deasyd@cod.edu ✓  
**Department Account Number:** 05-63-63001-5501001  
**Policy Acceptance:** I Accept | dh

## Event Information

**Guest Count:** 40  
**Pick-up/Delivery Date:** Wednesday, 9/26/2018  
**Food Delivery Time:** 7:15 AM  
**Event Start Time:** 8:00 AM  
**Food Clean-up Time:** 12:15 PM

## FOOD

	Qty.	Price	Ext.
<b>The Classic Continental</b> <ul style="list-style-type: none"> <li>Seasonal Cubed Fresh Fruit Tray</li> <li>Bakers choice of two Breakfast Baked Goods</li> <li>Butter, Cream Cheese and Assorted Jellies</li> <li>Chilled Bottled Orange Juice and Apple Juice</li> <li>Freshly Brewed Coffee and Decaffeinated Coffee</li> <li>Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included</li> </ul> <ul style="list-style-type: none"> <li>Mini Scones</li> <li>Danish</li> </ul>	40	\$7.59	\$303.60

Order Summary	Order Totals
Food	Sub Total \$303.60
\$303.60	Order Total \$303.60
	Balance Due \$303.60

## Special Instructions

2 pitchers of hot water

Order #6119

Event Name: **Meet the Provost Event**

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

**ORDER #6136**  
**Wednesday, 9/26/2018**  
Ordered On: 9/20/2018  
Last Modified: 9/28/2018 2:17:46 PM  
 **Confirmed**

## Customer Information

**First Name:** Tracey  
**Last Name:** Frye  
**Department:** Office of the President  
**Email:** fryetr@cod.edu  
**Phone:** 630-942-2201

## Payment Information

**Payment Type :** Department Account  
**Approval Email:** millush@cod.edu  
**Department Account Number:** 01-80-00785-5501001  
**Policy Acceptance:** I Accept | taf

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Tracey Frye  
**Contact Phone:** x2201  
**How Many Tables Ordered for Food Service?:** 3  
**Double Sided Tables?:** Yes  
**How Many Stations?:** 2  
**Building:** SRC  
**Room#:** 2131

## Event Information

**Guest Count:** 35  
**Pick-up/ Delivery Date:** Wednesday, 9/26/2018  
**Food Delivery Time:** 3:45 PM  
**Event Start Time:** 4:00 PM  
**Food Clean-up Time:** 5:00 PM

## BEVERAGES

	Qty.	Price	Ext.
<b>Raspberry Iced Tea - per gallon</b>	2	\$12.59	\$25.18
<b>Water Service - Water with Fruit, Lemon, Limes (serves 16 per gallon) - per gallon</b>	2	\$4.99	\$9.98
<b>Coffee (10 servings) - per gallon</b>	1	\$19.99	\$19.99
<b>Hot Tea - per gallon</b>	1	\$12.99	\$12.99

## FOOD

	Qty.	Price	Ext.
<b>Beef, Green Pepper and Mushroom Kabob</b>			
Beef, Green Pepper and Mushroom Kabob.	4	\$28.79	\$115.16
<b>Cold Displays - Cheese and Cracker Platter, 25-50 people - each</b>			
• Customize with fruit and cheese (per Lynn's recommendation)	1	\$85.99	\$85.99

## OTHER

	Qty.	Price	Ext.
<b>Add A Server</b>			
Add a server.	4	\$30.00	\$120.00
<b>Custom Product</b>			
Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability.	1	\$378.72	\$378.72
• 4 dozen Pecan Crusted Chicken Fingers (\$23.09 per dozen/\$92.36); 4 dozen Baked Brie & Raspberry			

Bites (\$26.59 per dozen/\$106.36); 5 dozen Small Dessert Pastries (\$36 per dozen/\$180.00)

**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.

- Tablecloths for 9 High Boys

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

**Order Summary**

Beverages	Food	Other	Supplies
\$68.14	\$201.15	\$498.72	\$45.00

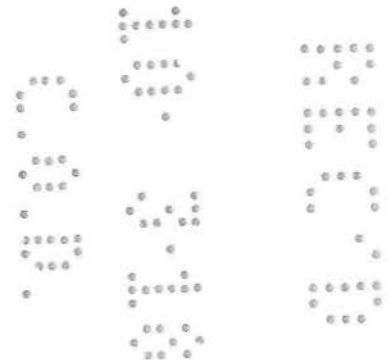
**Order Totals**

<b>Sub Total</b>	\$813.01
<b>Order Total</b>	\$813.01
<b>Balance Due</b>	<b>\$813.01</b>

**Special Instructions**

Event is on Wednesday, Sept. 26 - Please update order accordingly. Two tables have been ordered for room, can also utilize the counter buffet in the room for beverages and dessert.

Order #6136



Event Name: **New Employee Orientation PM**

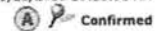
Flavours by Sodexo at The College of  
DuPage  
425 Fawell Blvd. SRC Cafeteria, Glen Ellyn, IL 60137  
(630) 942-2555

ORDER #6117

Tuesday, 9/25/2018

Ordered On: 9/12/2018

Last Modified: 9/20/2018 10:18:58 AM



## Customer Information

First Name: TLC

Last Name: TLC

Department: Teaching and Learning Center

Email: tlc@cod.edu

Phone: 6309423805

## Payment Information

Payment Type: Department Account

Approval Email: coatesj73@cod.edu

Department Account Number: 01-10-00393-5509001

Policy Acceptance: I Accept | LT

## Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Laura Talbot

Contact Phone: 3805

How Many Tables Ordered for Food 3

Service?:

Double Sided

Tables?: No

How Many Stations?: 2

Building: SRC

Room#: 2032

## Event Information

Guest Count: 11

Pick-up/ Delivery Date: Tuesday, 9/25/2018

Food Delivery Time: 11:45 AM

Event Start Time: 12:00 PM

Food Clean-up Time: 3:30 PM

## FOOD

	Qty.	Price	Ext.
<b>Deli Buffet</b>			
<ul style="list-style-type: none"> <li>Your choice of two Salads</li> <li>Homemade Chips</li> <li>Assorted Gourmet Rolls</li> <li>Sliced Turkey, Ham, Roast Beef and Salami</li> <li>Sliced Swiss, Provolone and American Cheeses</li> <li>Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise and Mustard</li> <li>Choice of Dessert</li> <li>Raspberry Iced Tea or Lemonade</li> </ul>	11	\$10.99	\$120.89
<ul style="list-style-type: none"> <li>Seasonal Fresh Fruit Salad</li> <li>Market House Salad with House Dressing</li> <li>Lemonade</li> <li>Cookies</li> <li>(Specialty Buffet Dessert)</li> <li>Please have the salad dressing on the side. Thank you!</li> </ul>			

Order Summary	Order Totals	
Food	Sub Total	\$120.89
\$120.89	Order Total	\$120.89
	Balance Due	\$120.89

## Special Instructions

Extra Forks and Napkins would be appreciated. Otherwise if you have any questions, just let me know. Thank you!

Order #6117

Event Name: **New Employee Orientation AM**

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

ORDER #6116

Tuesday, 9/25/2018

Ordered On: 9/12/2018

Last Modified: 9/12/2018 3:30:50 PM

Confirmed

## Customer Information

**First Name:** TLC**Last Name:** TLC**Department:** Teaching and Learning Center**Email:** tlc@cod.edu**Phone:** 6309423805

## Delivery / Pickup Information

**Method:** On Campus Delivery**Event Contact:** Laura Talbot**Contact Phone:** 3805**How Many Tables****Ordered for Food** 3**Service?:****Double Sided****Tables?:** No**How Many****Stations?:** 2**Building:** SRC**Room#:** 2032

## Payment Information

**Payment Type :** Department Account**Approval Email:** coatesj73@cod.edu**Department****Account Number:** 01-10-00393-5509001**Policy****Acceptance:** I Accept | LT

## Event Information

**Guest Count:** 12**Pick-up/ Delivery****Date:** Tuesday, 9/25/2018**Food Delivery****Time:** 8:00 AM**Event Start Time:** 8:30 AM**Food Clean-up****Time:** 3:30 PM

## BEVERAGES

**Coffee (10 servings) - per gallon**

- Please leave through lunch time.

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

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

- Please leave through lunch time.

2	\$2.99	\$5.98
---	--------	--------

## FOOD

**Mini Muffins - per dozen**

- Please leave through lunch time.

Qty.	Price	Ext.
2	\$5.99	\$11.98

## Order Summary

**Beverages**

\$45.96

**Food**

\$11.98

## Order Totals

<b>Sub Total</b>	\$57.94
<b>Order Total</b>	\$57.94
<b>Balance Due</b>	\$57.94

## Special Instructions

Please bring up 3 table cloths and the drip trays. Thanks for your help.

Order #6116

-----  
From: marekr@cod.edu  
Sent: Fri Nov 16 14:50:23 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

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236698

Invoice Date: 10/08/18

PO Number:

Check Number: E0070438

Check Amount: \$ 14,856.61

Check Date: 11/16/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0542637

Redaction Type: None

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

Document Below

CHECK GROUP 113 BM

## SODEXO, INC &amp; AFFILIATES

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

## INVOICE

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

VN1239587  
V0542637

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	10022720	12096001	10/08/2018	236698
DESCRIPTION	CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
01-20-00421-5501001 Meeting with Mak on College	6008	\$30.00		\$30.00 ✓
01-30-12781-5501001 PTK Meeting	6115	\$103.12		\$103.12 ✓
01-30-00463-5501001 JPK Retirement Gathering	6118	\$97.59		\$97.59 ✓
05-60-11301-5408001 Annie Mossess Band/DTE	6148	\$41.97		\$41.97 ✓
01-90-00817-5501001 Northern IL Community College	6134	\$540.30		\$540.30 ✓
01-10-00393-5509001 Delivering Dynamic	6111	\$35.96		\$35.96 ✓
01-30-00467-5501001 3 1 Fair	6140	\$102.36		\$102.36 ✓
10-99-99541-2900099 MSA-Pizza	6180	\$39.96		\$39.96 ✓
Leading Teams 05-63-63001-5501001	6120	\$303.60		\$303.60 ✓
Tax-exempt#:e99999		<b>INVOICE TOTAL</b>	\$1,294.86	\$0.00
				\$1,294.86

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: **Meeting with Oakton College**

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

ORDER #6078

Wednesday, 10/3/2018

Ordered On: 9/4/2018

Last Modified: 9/14/2018 11:26:08 AM

Confirmed

## Customer Information

First Name: Rose

Last Name: Pribich

Department: Liberal Arts

Email: pribich@cod.edu

Phone: 630-942-3372

Delivery / Pickup  
Information

Method: Pick-up

Event Contact: Rose Pribich

Contact Phone: 3372

## Event Information

Guest Count: 3

Pick-up/  
Delivery Date: Wednesday, 10/3/2018Earliest Pick-  
Up Time: 9:00 AMLatest Pick-Up  
Time: 10:30 AM

## Payment Information

Payment Type : Department Account

Approval  
Email: martinss14@cod.eduDepartment  
Account 01-20-00421-5501001  
Number:Policy  
Acceptance: I Accept | RP

## FOOD

	Qty.	Price	Ext.
<b>10 Meal Ticket - each</b>			
<ul style="list-style-type: none"> <li>10/3/18</li> <li>(Enter Start Date of Meal Ticket)</li> <li>10/3/18</li> <li>(Enter End Date of Meal Ticket)</li> <li>\$10.00</li> <li>(Enter Amount of Meal Ticket Needed)</li> <li>3 tickets total - \$10.00 each</li> </ul>	3	\$10.00	\$30.00

Order Summary	Order Totals	
Food	Sub Total	\$30.00
\$30.00	Order Total	\$30.00
	Balance Due	\$30.00

## Special Instructions

Please call Rose, X-3372 when these are ready for pick up. thanks.

Dates valid : 10/1/2018- 12/21/2018

Order #6078

Event Name: **PTK Meeting**

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

ORDER #6135

Thursday, 10/4/2018

Ordered On: 9/19/2018

Last Modified: 10/8/2018 10:57:04 AM

Confirmed

## Customer Information

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

Delivery / Pickup  
Information

**Method:** Pick-up  
**Event Contact:** Nicole Plumtree  
**Contact Phone:** x2644

## Event Information

**Guest Count:** 36  
**Pick-up / Delivery Date:** Thursday, 10/4/2018  
**Earliest Pick-Up Time:** 1:45 PM  
**Latest Pick-Up Time:** 2:00 PM

## Payment Information

**Payment Type:** Department Account ✓  
**Approval Email:** steelec@cod.edu  
**Department Account Number:** 01-30-12781-5501001  
**Policy Acceptance:** I Accept | NP

## BEVERAGES

	Qty.	Price	Ext.
Raspberry Iced Tea - per gallon	2	\$12.59	\$25.18

## OTHER

	Qty.	Price	Ext.
<b>Custom Product</b> Please note your custom item in the special instruction box. Contact catering office at ext 555 regarding pricing and availability. • three dozen of the Bosco Sticks with Marinara sauce \$11.99 per dozen = \$35.97 • three dozen of the Mozzarella Sticks \$13.99 per dozen = \$41.97	1	\$77.94	\$77.94

Order Summary		Order Totals	
Beverages	Other	Sub Total	\$103.12
\$25.18	\$77.94	Order Total	\$103.12
		Balance Due	\$103.12

## Special Instructions

This is for a student club

Order #6135

Event Name: **JPK Retirement Gathering**

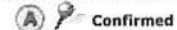
Flavours by Sodexo at The  
College of DuPage  
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137  
(630) 942-2555

ORDER #6118

Friday, 10/5/2018

Ordered On: 9/12/2018

Last Modified: 9/24/2018 12:00:18 PM



## Customer Information

First Name: Lauren

Last Name: Ryan

Department: Student Financial Assistance

Email: ryanl196@cod.edu

Phone: 630-942-2267

## Payment Information

Payment Type : Department Account

Approval  
Email: alferrezj@cod.eduDepartment  
Account 01-30-00463-5501001  
Number:Policy  
Acceptance: I Accept | LRDelivery / Pickup  
Information

Method: On Campus Delivery

Event Contact: Lauren Ryan

Contact Phone: 630-942-2267

How Many  
Tables Ordered  
for Food  
Service?: 1Double Sided  
Tables?: NoHow Many  
Stations?: 1

Building: SSC

Room#: 2201

## Event Information

Guest Count: 50

Pick-up/  
Delivery Date: Friday, 10/5/2018Food Delivery  
Time: 12:45 PMEvent Start  
Time: 1:00 PMFood Clean-up  
Time: 4:00 PM

## FOOD

	Qty.	Price	Ext.
<b>Full Sheet Cake</b>			
Full Sheet Cake with your choice of Frosting.			
• Chocolate Cake	1	\$97.59	\$97.59
• Vanilla Buttercream			
• Confetti			
• Please write on the cake "Happy Retirement Janet! Good Luck in Arkansas!"			

Order Summary	Order Totals
Food	Sub Total \$97.59
\$97.59	Order Total \$97.59
	Balance Due \$97.59

## Special Instructions

Order #6118

Event Name: **Annie Mosses Band/BTE**

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

ORDER #6148

Friday, 10/5/2018

Ordered On: 9/25/2018

Last Modified: 9/26/2018 2:10:39 PM

Confirmation Pending

## Customer Information

First Name: Tom

Last Name: Murray

Department: MAC

Email: murrayt166@cod.edu

Phone: 630-942-3072

## Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Tom Murray

Contact Phone: 3072

 How Many  
Tables Ordered  
for Food  
Service?: 0

 Double Sided  
Tables?: No

 How Many  
Stations?: 1

Building: MAC

Room#: 201H

## Payment Information

Payment Type : Department Account

Approval

Email: Mcgowan@cod.edu ✓

Department

Account 05-60-11301-5408001

Number:

 Policy  
Acceptance: I Accept | TMM

## Event Information

Guest Count: 800

 Pick-up/  
Delivery Date: Friday, 10/5/2018

 Food Delivery  
Time: 12:00 PM

 Event Start  
Time: 2:00 PM

 Food Clean-up  
Time: 6:30 PM

## FOOD

	Qty.	Price	Ext.
Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen	3	\$13.99	\$41.97

Order Summary	Order Totals
Food	Sub Total \$41.97
\$41.97	Order Total \$41.97
	Balance Due \$41.97

## Special Instructions

Order #6148

Event Name: **Northern Illinois Community College Research Group**

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

ORDER #6134

Friday, 10/5/2018

Ordered On: 9/19/2018

Last Modified: 10/4/2018 11:43:05 AM

Confirmed

## Customer Information

First Name: Kathy

Last Name: Cosentino

Department: BTEC

Email: cosent@cod.edu

Phone: 2903

## Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Kathy Cosentino

Contact Phone: 630-942-2903

How Many Tables  
Ordered for Food 2  
Service?:

Double Sided  
Tables?: Yes

How Many  
Stations?: 1

Building: CHC

Room#: Silverleaf CHC 2001

## Payment Information

Payment Type : Department Account

Approval Email: kosteckij@cod.edu

Department  
Account Number: 01-90-00817-5501001

Policy  
Acceptance: I Accept | kc

## Event Information

Guest Count: 37

Pick-up/ Delivery  
Date: Friday, 10/5/2018

Food Delivery  
Time: 12:00 PM

Event Start Time: 10:00 AM

Food Clean-up  
Time: 3:30 PM

## BEVERAGES

	Qty.	Price	Ext.
<b>Coffee (10 servings) - per gallon</b>			
<ul style="list-style-type: none"> <li>All Regular/ set-up at 9:45 (before meeting starts please)</li> <li>Water also served in AM</li> </ul>	4	\$19.99	\$79.96
<b>Water Service - Water (serves 16 per gallon) - per gallon</b>	2	\$2.99	\$5.98

## FOOD

	Qty.	Price	Ext.
<b>Deli Buffet</b>			
<ul style="list-style-type: none"> <li>Your choice of two Salads</li> <li>Homemade Chips</li> <li>Assorted Gourmet Rolls</li> <li>Sliced Turkey, Ham, Roast Beef and Salami</li> <li>Sliced Swiss, Provolone and American Cheeses</li> <li>Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise and Mustard</li> <li>Choice of Dessert</li> <li>Raspberry Iced Tea or Lemonade</li> </ul>	37	\$10.99	\$406.63
<ul style="list-style-type: none"> <li>Seasonal Fresh Fruit Salad</li> <li>Market House Salad with House Dressing</li> <li>Lemonade</li> <li>Cookies</li> <li>(Specialty Buffet Dessert)</li> </ul>			

## OTHER

	Qty.	Price	Ext.
<b>Custom Item</b>			
Granola Bars	37	\$1.29	\$47.73
with AM coffee and water			

Order Summary			Order Totals	
Beverages	Food	Other	Sub Total	\$540.30
\$85.94	\$406.63	\$47.73	Order Total	\$540.30
			Balance Due	\$540.30

**Special Instructions**

Coffee service should arrive at 9:45, before the meeting begins. Lunch at 12:00 p.m.

Order #6134

## Marek, Robert

---

**From:** Benté, James  
**Sent:** Friday, November 16, 2018 12:29 PM  
**To:** Marek, Robert  
**Cc:** Cosentino, Kathy  
**Subject:** RE: Approval Needed for Sodexo Order No. 6134

This was a College sponsored event, hosting the Norther Illinois Community College Research Group's meeting.

Therefore, as way of this email, I am authorizing payment to Sodexo (Order 6134) for \$540.30.

James R. Bente, Vice President  
Planning and Institutional Improvement

### ***Jim Benté***

Vice President, Planning & Institutional Effectiveness  
College of DuPage | 425 Fawell Blvd., BIC 1B05L | Glen Ellyn, IL 60137  
E-mail: [bentej@cod.edu](mailto:bentej@cod.edu) | Phone: 630-942-2409

### ***Luceat Lux Vestra***

**From:** Marek, Robert  
**Sent:** Friday, November 16, 2018 11:47 AM  
**To:** Benté, James <[bentej@cod.edu](mailto:bentej@cod.edu)>  
**Cc:** Cosentino, Kathy <[cosent@cod.edu](mailto:cosent@cod.edu)>  
**Subject:** Approval Needed for Sodexo Order No. 6134

Hi Jim,

Can you please review the attached Sodexo order #6134 for \$540.30 for the Northern Illinois Community College Research Group event and reply with your approval to pay? We do not currently have an authorized signer form on file for Jim Kostecki for department 00817. Let me know if you have any questions.

Thank you,

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](mailto:marekr@cod.edu)

Event Name: **Delivering Dynamic Presentations Celebration**

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

ORDER #6111

Thursday, 10/4/2018

Ordered On: 9/12/2018

Last Modified: 9/12/2018 3:31:54 PM



Confirmed

## Customer Information

First Name: TLC

Last Name: TLC

Department: Teaching and Learning  
Center

Email: tlc@cod.edu

Phone: 6309423805

Delivery / Pickup  
Information

Method: On Campus Delivery

Event Contact: Laura Talbot

Contact Phone: 3805

How Many  
Tables Ordered  
for Food  
Service?: 1Double Sided  
Tables?: YesHow Many  
Stations?: 1

Building: SRC

Room#: 1105 A (Conference Room)

## Payment Information

Payment Type : Department Account

Approval  
Email: coatesj73@cod.edu ✓Department  
Account 01-10-00393-5509001  
Number:Policy  
Acceptance: I Accept | LT

## Event Information

Guest Count: 25

Pick-up/  
Delivery Date: Thursday, 10/4/2018Food Delivery  
Time: 2:00 PMEvent Start  
Time: 2:15 PMFood Clean-up  
Time: 4:30 PM

## BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	2	\$2.99	\$5.98

## FOOD

	Qty.	Price	Ext.
Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen	1	\$13.99	\$13.99
Fresh Baked Brownies (Fudge and M&M's) - per dozen	1	\$15.99	\$15.99

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$35.96
\$5.98	\$29.98	Order Total	\$35.96
		Balance Due	\$35.96

## Special Instructions

This is part of the Delivering Dynamic Presentations class Celebration. Flowers or other celebratory decoration would be appreciated. Thank you!

Order #6111



Event Name: **3 1 Fair**

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

ORDER #6140

Thursday, 10/4/2018

Ordered On: 9/21/2018

Last Modified: 9/21/2018 4:16:31 PM

Confirmation Pending

## Customer Information

First Name: Justin

Last Name: Hardee

Department: Counseling and Advising

Email: hardeej@cod.edu

Phone: 630-942-3977

## Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Justin Hardee

Contact Phone: 630-942-3977

 How Many  
Tables Ordered  
for Food  
Service?: 1

 Double Sided  
Tables?: No

 How Many  
Stations?: 1

Building: SSC

Room#: 2201

## Payment Information

Payment Type : Department Account

 Approval  
Email: jeraks@cod.edu

 Department  
Account 01-30-00467-5501001  
Number:

 Policy  
Acceptance: I Accept | JH

## Event Information

Guest Count: 10

 Pick-up/  
Delivery Date: Thursday, 10/4/2018

 Food Delivery  
Time: 9:45 AM

 Event Start  
Time: 10:00 AM

 Food Clean-up  
Time: 1:30 PM

## BEVERAGES

	Qty.	Price	Ext.
Raspberry Iced Tea - per gallon	1	\$12.59	\$12.59
Coffee (10 servings) - per gallon	1	\$19.99	\$19.99

## FOOD

	Qty.	Price	Ext.
Individual Bags of Potato Chips - each	10	\$1.59	\$15.90
Trail Mix - per person	10	\$2.59	\$25.90
Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen	2	\$13.99	\$27.98

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$102.36
\$32.58	\$69.78	Order Total	\$102.36
		Balance Due	\$102.36

## Special Instructions

Order #6140

Event Name: **MSA - Pizza**

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

ORDER #6180

Thursday, 10/4/2018

Ordered On: 10/2/2018

Last Modified: 10/3/2018 4:52:16 PM

Confirmed

Customer  
Information**First Name:** Nicole**Last Name:** Plumtree**Department:** Student Life**Email:** plumtree@cod.edu**Phone:** 6309422644Delivery / Pickup  
Information**Method:** Pick-up**Event Contact:** Nicole Plumtree**Contact Phone:** x2644Payment  
Information**Payment Type:** Department Account**Approval Email:** steelec@cod.edu ✓**Department Account Number:** 10-99-99541-2900099**Policy Acceptance:** I Accept | NP

## Event Information

**Guest Count:** 30**Pick-up/Delivery Date:** Thursday, 10/4/2018**Earliest Pick-Up Time:** 11:45 AM**Latest Pick-Up Time:** 12:00 PM

## FOOD

	Qty.	Price	Ext.
<b>Student Pizza Cost (for Student Club Pickups) - per pizza</b>			
• 4 cheese pizza's	4	\$9.99	\$39.96

Order Summary	Order Totals	
<b>Food</b>	<b>Sub Total</b>	\$39.96
\$39.96	<b>Order Total</b>	\$39.96
	<b>Balance Due</b>	\$39.96

## Special Instructions

This is a late order entry, approved by Lynn. This order is for THIS Thursday, 10/4

Order #6180

Event Name: **Leading Teams**

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

ORDER #6120

Wednesday, 10/3/2018

Ordered On: 9/13/2018

Last Modified: 9/24/2018 11:57:40 AM

Confirmed

## Customer Information

**First Name:** Debbie**Last Name:** Hasse**Department:** Continuing Education**Email:** hassed@cod.edu**Phone:** 630.942.2679Delivery / Pickup  
Information**Method:** On Campus Delivery**Event Contact:** Debbie Hasse**Contact Phone:** 2679
**How Many  
Tables Ordered  
for Food  
Service?:** 2

**Double Sided  
Tables?:** No

**How Many  
Stations?:** 1
**Building:** CHC**Room#:** 2001

## Payment Information

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

**Department  
Account  
Number:** 05-63-63001-5501001

**Policy  
Acceptance:** I Accept | dh

## Event Information

**Guest Count:** 40
**Pick-up/  
Delivery Date:** Wednesday, 10/3/2018

**Food Delivery  
Time:** 7:15 AM

**Event Start  
Time:** 8:00 AM

**Food Clean-up  
Time:** 12:15 PM

## FOOD

	Qty.	Price	Ext.
<b>The Classic Continental</b> <ul style="list-style-type: none"> <li>Seasonal Cubed Fresh Fruit Tray</li> <li>Bakers choice of two Breakfast Baked Goods</li> <li>Butter, Cream Cheese and Assorted Jellies</li> <li>Chilled Bottled Orange Juice and Apple Juice</li> <li>Freshly Brewed Coffee and Decaffeinated Coffee</li> <li>Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included</li> </ul> <ul style="list-style-type: none"> <li>Cinnamon Rolls</li> <li>Assorted Bagels</li> </ul>	40	\$7.59	\$303.60

Order Summary	Order Totals
Food	Sub Total \$303.60
\$303.60	Order Total \$303.60
	Balance Due \$303.60

## Special Instructions

2 pitchers of hot water

Order #6120

-----  
From: marekr@cod.edu  
Sent: Fri Nov 16 14:50:36 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

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236699

Invoice Date: 10/15/18

PO Number:

Check Number: E0070438

Check Amount: \$ 14,856.61

Check Date: 11/16/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0542645

Redaction Type: None

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

Document Below

CHECK GROUP 111 BM

**SODEXO, INC & AFFILIATES**

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

**INVOICE**

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

VN1239587

V0542645

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	10/15/2018	236699
DESCRIPTION	CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
01-30-00394-5501001 Churros & Loteria	6182	\$486.92		\$486.92 ✓
01-90-00833-5305002 Arbitration	6206	\$65.94		\$65.94 ✓
01-90-13290-5509001 Illinois Science Educators Ass	6138	\$472.57		\$472.57 ✓
01-90-13290-5509001 Illinois Science Educators Ass	6138	\$171.90		\$171.90 ✓
05-60-11301-5408001	6149	\$27.98		\$27.98 ✓
05-63-63001-5501001 Public Service Institute	6114	\$54.89		\$54.89 ✓
05-63-63001-5501001 Public Service Training	6103	\$113.85		\$113.85 ✓
10-99-99328-2900099 CODEC Club Meeting	6084	\$32.96		\$32.96 ✓
01-90-16765-5501001 IT Staff Meeting	6003	\$65.00		\$65.00 ✓
05-63-63001-5501001 Leading Teams	6121	\$303.60		\$303.60 ✓
01-90-13290-5509001 Armstrong Fluid Technology	6147	\$2,239.36		\$2,239.36 ✓
01-30-12781-5501001 AEP-OCTOBER OPEN MIC	6181	\$753.62		\$753.62 ✓
01-30-12931-5501001 Oktober Club Lunch	6142	\$936.70		\$936.70 ✓
Tax-exempt#:e99999		<b>INVOICE TOTAL</b>	\$5,725.29	\$0.00
				\$5,725.29

**AP VERIFIED**  
**11/16/18 - ROBERT MAREK**

30

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.

Page 1

SHOULD BE  
.23

Event Name: **Churros and Loteria**

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

**ORDER #6183**  
**Wednesday, 10/10/2018**  
Ordered On: 10/2/2018  
Last Modified: 10/11/2018 1:43:54 PM  
 **Confirmed**

## Customer Information

**First Name:** Saraliz  
**Last Name:** Jimenez  
**Department:** Latino Outreach Center  
**Email:** jimene@cod.edu  
**Phone:** 630-942-3039

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Saraliz Jimenez  
**Contact Phone:** 3039  
**How Many Tables Ordered for Food Service?:** 4  
**Double Sided Tables?:** Yes  
**How Many Stations?:** 2  
**Building:** SSC  
**Room#:** Atrium

## Payment Information

**Payment Type :** Department Account  
**Approval Email:** jeraks@cod.edu ✓  
**Department Account Number:** 01-30-00394-5501001  
**Policy Acceptance:** I Accept | sj

## Event Information

**Guest Count:** 300  
**Pick-up/ Delivery Date:** Wednesday, 10/10/2018  
**Food Delivery Time:** 10:15 AM  
**Event Start Time:** 11:00 AM  
**Food Clean-up Time:** 1:00 PM

## BEVERAGES

**Hot Chocolate - per gallon**

- Will this be enough for approx. 300. Please add more if need be.

**Hot Cider - per gallon**

- Will this be enough for approx. 300. Please add more if need be.

Qty.	Price	Ext.
4	\$12.99	\$51.96
4	\$11.99	\$47.96

## OTHER

**Custom Product**

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

- Churros in the atrium Student Services Center 2206

Qty.	Price	Ext.
300	\$1.29	\$387.00

## Order Summary

**Beverages**  
\$99.92

**Other**  
\$387.00

## Order Totals

**Sub Total** \$486.92  
**Order Total** \$486.92  
**Balance Due** \$486.92

## Special Instructions

Please contact Nancy Nieto with any questions. I am out of the office until next week.

Order #6183



Event Name: **Arbitration**

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

ORDER #6206

Thursday, 10/11/2018

Ordered On: 10/9/2018

Last Modified: 10/10/2018 12:18:33 PM



## Customer Information

<b>First Name:</b>	Angela
<b>Last Name:</b>	Barrett
<b>Department:</b>	Office of the General Counsel
<b>Email:</b>	barretta333@cod.edu
<b>Phone:</b>	6309422690

## Delivery / Pickup Information

<b>Method:</b>	On Campus Delivery
<b>Event Contact:</b>	Angela Barrett
<b>Contact Phone:</b>	2690
<b>How Many Tables Ordered for Food Service?:</b>	1
<b>Double Sided Tables?:</b>	No
<b>How Many Stations?:</b>	1
<b>Building:</b>	MAC
<b>Room#:</b>	215

## Payment Information

<b>Payment Type:</b>	Department Account
<b>Approval Email:</b>	knessj@cod.edu
<b>Department Account Number:</b>	01-90-00833-5305002 X
<b>Policy Acceptance:</b>	I Accept   arb

## Event Information

<b>Guest Count:</b>	6
<b>Pick-up/Delivery Date:</b>	Thursday, 10/11/2018
<b>Food Delivery Time:</b>	11:45 AM
<b>Event Start Time:</b>	12:00 PM
<b>Food Clean-up Time:</b>	5:00 PM

## FOOD

	Qty.	Price	Ext.
<b>Einstein Boxed Lunch</b>			
Served with Chips, Fruit Salad, Cookie, Bottled Soda or Water.			
<ul style="list-style-type: none"> <li>Veg Out on Whole Wheat Bagel</li> <li>(Einstein Boxed Lunch)</li> <li>Bottled Water</li> </ul>	6	\$10.99	\$65.94
<ul style="list-style-type: none"> <li>My apologies for the last minute order but I need this on Thursday, October 11th NOT October 17th. I also need 3 of the Veg Out on Wheat and 3 Turkey on Asiago.</li> </ul>			

Order Summary	Order Totals
Food	Sub Total
\$65.94	Order Total
	Balance Due
	\$65.94

## Special Instructions

My apologies for the lateness of this order but I need this on Thursday, 10/11 NOT 10/17! I also need 3 Veg Out on Whole Wheat and 3 Turkey on Asiago.

Order #6206



Event Name: **Illinois Science Educators Association**

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

ORDER #6139

Friday, 10/12/2018

Ordered On: 9/21/2018

Last Modified: 10/3/2018 4:50:12 PM

Confirmed

## Customer Information

First Name: Sandra

Last Name: Carbon-Sheldon

Department: Conference &amp; 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?: 2Double Sided  
Tables?: NoHow Many  
Stations?: 1

Building: SRC

Room#: 2000G

## Payment Information

Payment Type: Department Account

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

## Event Information

Guest Count: 43

Pick-up/  
Delivery Date: Friday, 10/12/2018Food Delivery  
Time: 10:15 AMEvent Start  
Time: 8:30 AMFood Clean-up  
Time: 1:00 PM

## FOOD

	Qty.	Price	Ext.
<b>Deli Buffet</b>			
<ul style="list-style-type: none"> <li>Your choice of two Salads</li> <li>Homemade Chips</li> <li>Assorted Gourmet Rolls</li> <li>Sliced Turkey, Ham, Roast Beef and Salami</li> <li>Sliced Swiss, Provolone and American Cheeses</li> <li>Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise and Mustard</li> <li>Choice of Dessert</li> <li>Raspberry Iced Tea or Lemonade</li> </ul>	43	\$10.99	\$472.57
<ul style="list-style-type: none"> <li>Seasonal Fresh Fruit Salad</li> <li>Market House Salad with House Dressing</li> <li>Lemonade</li> <li>Cookies</li> <li>(Specialty Buffet Dessert)</li> <li>lunch is scheduled to begin at 10:45</li> </ul>			

Order Summary	Order Totals	
Food	Sub Total	\$472.57
\$472.57	Order Total	\$472.57
	Balance Due	\$472.57

## Special Instructions

Order #6139

Event Name: **Illinois Science Educators Association**

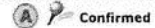
Flavours by Sodexo at The College of  
DuPage  
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137  
(630) 942-2555

ORDER #6138

Friday, 10/12/2018

Ordered On: 9/21/2018

Last Modified: 10/4/2018 11:46:19 AM



## 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 ✓  
**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?:** 2  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SRC  
**Room#:** 2000G

## Event Information

**Guest Count:** 30  
**Pick-up/ Delivery Date:** Friday, 10/12/2018  
**Food Delivery Time:** 8:00 AM  
**Event Start Time:** 8:30 AM  
**Food Clean-up Time:** 1:00 PM

## BEVERAGES

	Qty.	Price	Ext.
Coffee (10 servings) - per gallon	6	\$19.99	\$119.94
Hot Tea - per gallon	1	\$12.99	\$12.99
Water Service - Water (serves 16 per gallon) - per gallon	3	\$2.99	\$8.97

## SUPPLIES

	Qty.	Price	Ext.
<b>Linen</b> 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. • please deliver linen when setting up the coffee etc.	6	\$5.00	\$30.00

Order Summary		Order Totals	
Beverages	Supplies	Sub Total	\$171.90
\$141.90	\$30.00	Order Total	\$171.90
		Balance Due	\$171.90

## Special Instructions

Order #6138

Event Name: **Take me to The River/CT**

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

ORDER #6149

Thursday, 10/11/2018

Ordered On: 9/25/2018

Last Modified: 9/26/2018 2:11:20 PM

Confirmation Pending

## Customer Information

First Name: Tom

Last Name: Murray

Department: MAC

Email: murrayt166@cod.edu

Phone: 630-942-3072

Delivery / Pickup  
Information

Method: On Campus Delivery

Event Contact: Tom Murray

Contact Phone: 3072

How Many  
Tables Ordered  
for Food  
Service?: 0Double Sided  
Tables?: NoHow Many  
Stations?: 1

Building: mac

Room#: 201h

## Payment Information

Payment Type : Department Account

Approval  
Email: MCGOWAN@COD.EDU ✓Department  
Account  
Number: 05-60-11301-5408001Policy  
Acceptance: I Accept | TMM

## Event Information

Guest Count: 800

Pick-up/  
Delivery Date: Thursday, 10/11/2018Food Delivery  
Time: 12:00 PMEvent Start  
Time: 12:15 PMFood Clean-up  
Time: 1:30 PM

## FOOD

	Qty.	Price	Ext.
Assorted Homestyle Cookies (Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, White Chocolate Macadamia Nut, Double Chocolate with Chocolate Chips) - per dozen	2	\$13.99	\$27.98

Order Summary	Order Totals	
Food	Sub Total	\$27.98
\$27.98	Order Total	\$27.98
	Balance Due	\$27.98

## Special Instructions

Order #6149

Event Name: **Public Service Institute**

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

ORDER #6164

Thursday, 10/11/2018

Ordered On: 9/28/2018

Last Modified: 10/12/2018 10:14:36 AM

Confirmed

Customer  
Information

<b>First Name:</b>	Debbie
<b>Last Name:</b>	Hasse
<b>Department:</b>	Continuing Education
<b>Email:</b>	hassed@cod.edu
<b>Phone:</b>	630.942.2679

Delivery / Pickup  
Information

<b>Method:</b>	On Campus Delivery
<b>Event Contact:</b>	Debbie Hasse
<b>Contact Phone:</b>	2679
<b>How Many Tables Ordered for Food Service?:</b>	2
<b>Double Sided Tables?:</b>	No
<b>How Many Stations?:</b>	1
<b>Building:</b>	CHC
<b>Room#:</b>	2001

Payment  
Information

<b>Payment Type:</b>	Department Account
<b>Approval Email:</b>	deasyd@cod.edu ✓
<b>Department Account Number:</b>	05-63-63001-5501001
<b>Policy Acceptance:</b>	I Accept   dh

## Event Information

<b>Guest Count:</b>	10
<b>Pick-up/Delivery Date:</b>	Thursday, 10/11/2018
<b>Food Delivery Time:</b>	11:30 AM
<b>Event Start Time:</b>	1:00 PM
<b>Food Clean-up Time:</b>	4:15 PM

## BEVERAGES

	Qty.	Price	Ext.
<b>Bottled Water - per guest</b>	10	\$1.50	\$15.00

## FOOD

	Qty.	Price	Ext.
<b>Trail Mix - per person</b>	10	\$2.59	\$25.90
<b>Large Cookies - per dozen</b>	1	\$13.99	\$13.99

- chocolate chip cookies

Order Summary		Order Totals	
<b>Beverages</b>	<b>Food</b>	<b>Sub Total</b>	\$54.89
\$15.00	\$39.89	<b>Order Total</b>	\$54.89
		<b>Balance Due</b>	<b>\$54.89</b>

Special Instructions

**Order #6164**

Event Name: **Public Service Training**

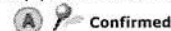
Flavours by Sodexo at The  
College of DuPage  
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL 60137  
(630) 942-2555

ORDER #6163

Thursday, 10/11/2018

Ordered On: 9/28/2018

Last Modified: 10/3/2018 3:56:47 PM



## Customer Information

<b>First Name:</b> Debbie
<b>Last Name:</b> Hasse
<b>Department:</b> Continuing Education
<b>Email:</b> hassed@cod.edu
<b>Phone:</b> 630.942.2679

## Delivery / Pickup Information

<b>Method:</b> On Campus Delivery
<b>Event Contact:</b> Debbie Hasse
<b>Contact Phone:</b> 2679
<b>How Many Tables Ordered for Food Service?:</b> 2
<b>Double Sided Tables?:</b> No
<b>How Many Stations?:</b> 1
<b>Building:</b> CHC
<b>Room#:</b> 2001

## Payment Information

<b>Payment Type :</b> Department Account
<b>Approval Email:</b> deasyd@cod.edu ✓
<b>Department Account Number:</b> 05-63-63001-5501001
<b>Policy Acceptance:</b> I Accept   dh

## Event Information

<b>Guest Count:</b> 15
<b>Pick-up/Delivery Date:</b> Thursday, 10/11/2018
<b>Food Delivery Time:</b> 7:15 AM
<b>Event Start Time:</b> 8:00 AM
<b>Food Clean-up Time:</b> 11:30 AM

## FOOD

	Qty.	Price	Ext.
<b>The Classic Continental</b>			
<ul style="list-style-type: none"> <li>Seasonal Cubed Fresh Fruit Tray</li> <li>Bakers choice of two Breakfast Baked Goods</li> <li>Butter, Cream Cheese and Assorted Jellies</li> <li>Chilled Bottled Orange Juice and Apple Juice</li> <li>Freshly Brewed Coffee and Decaffeinated Coffee</li> <li>Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included</li> </ul>	15	\$7.59	\$113.85
<ul style="list-style-type: none"> <li>Cinnamon Rolls</li> <li>Assorted Bagels</li> <li>Please substitute bottled water for bottled juice</li> </ul>			

Order Summary	Order Totals
<b>Food</b>	<b>Sub Total</b> \$113.85
\$113.85	<b>Order Total</b> \$113.85
	<b>Balance Due</b> \$113.85

Special Instructions

Order #6163

Event Name: **CODEC Club Meeting**

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

ORDER #6084  
Wednesday, 10/10/2018  
Ordered On: 9/4/2018  
Last Modified: 9/4/2018 2:09:24 PM  
 Confirmed

## Customer Information

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

Delivery / Pickup  
Information

**Method:** Pick-up  
**Event Contact:** Nicole Plumtree  
**Contact Phone:** x2644

## Payment Information

**Payment Type :** Department Account  
**Approval Email:** steelec@cod.edu ✓  
**Department Account Number:** 10-99-99328-2900099  
**Policy Acceptance:** I Accept | NP

## Event Information

**Guest Count:** 20  
**Pick-up/Delivery Date:** Wednesday, 10/10/2018  
**Earliest Pick-Up Time:** 2:45 PM  
**Latest Pick-Up Time:** 3:00 PM

## BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	1	\$2.99	\$2.99

## FOOD

	Qty.	Price	Ext.
Student Pizza Cost (for Student Club Pickups) - per pizza • 3 cheese pizzas	3	\$9.99	\$29.97

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$32.96
\$2.99	\$29.97	Order Total	\$32.96
		Balance Due	\$32.96

## Special Instructions

Order #6084

Event Name: **IT Staff Meeting**

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

ORDER #6003

Wednesday, 10/10/2018

Ordered On: 8/2/2018

Last Modified: 9/24/2018 12:01:40 PM



## Customer Information

**First Name:** Barb  
**Last Name:** Maxwell  
**Department:** Information Technology  
**Email:** maxwellb@cod.edu  
**Phone:** 3756

## Payment Information

**Payment Type :** Department Account  
**Approval Email:** berliner@cod.edu ✓  
**Department Account Number:** 01-90-16765-5501001  
**Policy Acceptance:** I Accept | BM

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Barb Maxwell  
**Contact Phone:** 6309423756  
**How Many Tables Ordered for Food Service?:** 1 and tablecloth  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SRC  
**Room#:** 2131

## Event Information

**Guest Count:** 70  
**Pick-up/Delivery Date:** Wednesday, 10/10/2018  
**Food Delivery Time:** 8:30 AM  
**Event Start Time:** 9:00 AM  
**Food Clean-up Time:** 9:30 AM

## FOOD

	Qty.	Price	Ext.
<b>Full Sheet Cake</b>			
Full Sheet Cake with your choice of Frosting.			
<ul style="list-style-type: none"> <li>• Yellow Cake</li> <li>• Vanilla Buttercream</li> <li>• Confetti</li> <li>• " Celebrate IT Services "</li> </ul>	1	\$65.00	\$65.00

Order Summary	Order Totals	
<b>Food</b>	<b>Sub Total</b>	\$65.00
\$65.00	<b>Order Total</b>	\$65.00
	<b>Balance Due</b>	\$65.00

## Special Instructions

Please bring tablecloths.

Order #6003



Event Name: **Leading Teams**

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

ORDER #6121

Wednesday, 10/10/2018

Ordered On: 9/13/2018

Last Modified: 10/3/2018 3:56:10 PM



## Customer Information

First Name: Debbie

Last Name: Hasse

Department: Continuing Education

Email: hassed@cod.edu

Phone: 630.942.2679

## Payment Information

Payment Type: Department Account

Approval  
Email: deasyd@cod.eduDepartment  
Account Number: 05-63-63001-5501001Policy  
Acceptance: I Accept | dhDelivery / Pickup  
Information

Method: On Campus Delivery

Event Contact: Debbie Hasse

Contact Phone: 2679

How Many  
Tables Ordered  
for Food  
Service?: 2Double Sided  
Tables?: NoHow Many  
Stations?: 1

Building: CHC

Room#: 2001

## Event Information

Guest Count: 40

Pick-up/  
Delivery Date: Wednesday, 10/10/2018Food Delivery  
Time: 7:15 AMEvent Start  
Time: 8:00 AMFood Clean-up  
Time: 12:15 PM

## FOOD

	Qty.	Price	Ext.
<b>The Classic Continental</b>			
<ul style="list-style-type: none"> <li>Seasonal Cubed Fresh Fruit Tray</li> <li>Bakers choice of two Breakfast Baked Goods</li> <li>Butter, Cream Cheese and Assorted Jellies</li> <li>Chilled Bottled Orange Juice and Apple Juice</li> <li>Freshly Brewed Coffee and Decaffeinated Coffee</li> <li>Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included</li> </ul>	40	\$7.59	\$303.60
<ul style="list-style-type: none"> <li>Coffee Cake</li> <li>Mini Scones</li> </ul>			
substitute water for juice			

Order Summary	Order Totals	
Food	Sub Total	\$303.60
\$303.60	Order Total	\$303.60
	Balance Due	\$303.60

## Special Instructions

2 pitchers of hot water

Order #6121

Event Name: **Armstrong Fluid Technology**

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

ORDER #6147

Monday, 10/8/2018

Ordered On: 9/25/2018

Last Modified: 10/4/2018 11:16:18 AM



Confirmation Pending

## Customer Information

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

## Payment Information

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

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Jennifer Charles  
**Contact Phone:** 3953  
**How Many Tables Ordered for Food Service?:** 5  
**Double Sided Tables?:** No  
**How Many Stations?:** 2  
**Building:** TEC  
**Room#:** 1038AB

## Event Information

**Guest Count:** 70 *hus*  
**Pick-up/Delivery Date:** ~~Monday~~, 10/8/2018  
**Food Delivery Time:** 7:00 AM  
**Event Start Time:** 7:30 AM  
**Food Clean-up Time:** 5:30 PM

## FOOD

## All Day at College of DuPage

Continental Breakfast

- Seasonal Cubed Fresh Fruit Tray
- Bakers choice of two Breakfast Baked Goods
- Chilled Bottled Orange Juice and Apple Juice
- Freshly Brewed Coffee, Decaffeinated Coffee, Herbal Teas, Decaffeinated Tea with Hot Water
- Iced Water Station with Fresh Quartered Lemons

Mid-Morning Break

- Refresh Coffee Service
- Whole Fruit
- Assorted Granola Bars
- Assorted Soft Drinks
- Iced Water Station with Fresh Quartered Lemons

Lunch Buffet

Choose one of our Themed Buffets or Select from one of our Daily Menus to include a Beverage.

Our Menu offerings change daily!

Afternoon Snack

Choice of two Snacks

- Iced Water Station, Raspberry Iced Tea
- Danish
- Assorted Bagels with Cream Cheese, Butter and Assorted Jellies
- Mexican Buffet  
- (All Day Lunch Buffet Selection)

Qty.	Price	Ext.
70	\$31.99	\$2,239.30

- **Assorted Individual Bags of Chips**
- **Carrots and Celery Sticks with Ranch Dressing**
- **7:00AM**  
- (Breakfast Delivery Time)
- **7:00AM**  
- (Mid-Morning Break Delivery Time)
- **11:30AM - Please provide Corn tortillas as well**  
- (Lunch Delivery Time)
- **12:45PM**  
- (Afternoon Snack Delivery Time)

Order Summary	Order Totals
<b>Food</b>	<b>Sub Total</b> \$2,239.30
\$2,239.30	<b>Order Total</b> \$2,239.30
	<b>Balance Due</b> <b>\$2,239.30</b>

Special Instructions

**Order #6147**

Event Name: **AEP - October Open Mic**

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

ORDER #6181

Monday, 10/8/2018

Ordered On: 10/2/2018

Last Modified: 10/3/2018 4:52:54 PM



## 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 ✓  
**Department Account Number:** 01-30-12781-5501001  
**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:** 250  
**Pick-up/Delivery Date:** Monday, 10/8/2018  
**Food Delivery Time:** 10:45 AM  
**Event Start Time:** 11:00 AM  
**Food Clean-up Time:** 1:30 PM

## BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	6	\$2.99	\$17.94
Raspberry Iced Tea - per gallon	12	\$12.59	\$151.08

## FOOD

	Qty.	Price	Ext.
Cheese Pizza - per pizza	15	\$13.99	\$209.85
all pizzas equal pie cuts			
Sausage Pizza - per pizza	13	\$14.99	\$194.87
all pizzas equal pie cuts			
Pepperoni Pizza - per pizza	12	\$14.99	\$179.88
all pizzas equal pie cuts			

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$753.62
\$169.02	\$584.60	Order Total	\$753.62
		Balance Due	\$753.62

## Special Instructions

Event Name: **Oktober Club Lunch**

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

**ORDER #6142**  
**Wednesday, 10/10/2018**  
Ordered On: 9/24/2018  
Last Modified: 10/11/2018 1:42:19 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 ✓  
**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?** 3  
**Service?:**  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 3245

## Event Information

**Guest Count:** 75  
**Pick-up/ Delivery Date:** Wednesday, 10/10/2018  
**Food Delivery Time:** 11:15 AM  
**Event Start Time:** 11:30 AM  
**Food Clean-up Time:** 1:30 PM

## BEVERAGES

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

Qty.	Price	Ext.
5	\$2.99	\$14.95

## OTHER

## Custom Product

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

- Pretzel sticks with cheese (soft pretzels and melted cheese in one large bowl - providing a label to scoop) Please provide paper containers to help hold. - Pretzel breaded Turkey cutlets - Bratwurst - Some type of egg noodle (i.e Spaetzle) with gravy - Spinach and Romaine Salad with apples, walnuts and raisins - Sliced apples with a few toppings (to be like a taffy apple bar)

Qty.	Price	Ext.
75	\$12.29	\$921.75

## Order Summary

<b>Beverages</b>	<b>Other</b>
\$14.95	\$921.75

## Order Totals

<b>Sub Total</b>	\$936.70
<b>Order Total</b>	\$936.70
<b>Balance Due</b>	<b>\$936.70</b>

## Special Instructions

Order #6142

-----  
From: marekr@cod.edu  
Sent: Fri Nov 16 14:49:59 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