

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236705

Invoice Date: 11/05/18

PO Number:

Check Number: E0070564

Check Amount: \$ 3,002.03

Check Date: 11/21/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0542743

Redaction Type: None

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

Document Below

CHECK GROUP 140

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

V05427343

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

TERMS	SDX A/R NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE NUMBER
Net30	100022720	12096001	11/05/2018	236705
DESCRIPTION	CUSTOMER REF	AMOUNT	SALES TAX	TOTAL
01-30-00446-5309001 Keith Barnes-Keynote	6266	\$263.96		\$263.96 ✓
01-30-12301-5509001 Wings Fashion Exhibit	5987	\$155.90		\$155.90 ✓
01-90-13290-5509001 Bus. Professionals of America	6232	\$1,625.14		\$1,625.14 ✓
01-20-00441-5501001 New Faculty Institute	6246	\$42.97		\$42.97 ✓
01-90-13290-5509001 Bus.Profes. of America-Linen	6236	\$150.00		\$150.00 ✓
01-30-12781-5501001 PTK Meeting	6228	\$55.15		\$55.15 ✓
01-30-00467-5501001 PICU Lunch	6238	\$407.82		\$407.82 ✓
05-63-63001-5501001 Public Service Institute	6170	\$63.79		\$63.79 ✓
01-30-00467-5501001 PICU Morning Coffee	6239	\$59.97		\$59.97 ✓
01-10-00226-5501001 Student Mentor Day	6235	\$63.48		\$63.48 ✓
05-63-63001-5501001 Public Service Institute	6169	\$113.85		\$113.85 ✓
Tax-exempt#:e99999		<b>INVOICE TOTAL</b>	\$3,002.03	\$3,002.03
			\$0.00	

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.

Event Name: **Keith Barnes-Keynote**

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

ORDER #6266

Wednesday, 10/31/2018

Ordered On: 10/30/2018

Last Modified: 10/30/2018 1:47:11 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?: 2Double Sided  
Tables?: NoHow Many  
Stations?: 1

Building: SSC

Room#: 3245

## Payment Information

Payment  
Type: Department AccountApproval  
Email: swoped28@cod.edu ✓Department  
Account  
Number: 01-30-00446-5309001Policy  
Acceptance: I Accept | NN

## Event Information

Guest Count: 40

Pick-up/  
Delivery Date: Wednesday, 10/31/2018Food Delivery  
Time: 2:00 PMEvent Start  
Time: 1:00 PMFood Clean-up  
Time: 3:00 PM

## BEVERAGES

	Qty.	Price	Ext.
Fresh Brewed Iced Tea - per gallon	2	\$9.75	\$19.50
Lemonade - per gallon	2	\$12.59	\$25.18
Raspberry Iced Tea - per gallon	2	\$12.59	\$25.18

## FOOD

	Qty.	Price	Ext.
Individual Bags of Potato Chips - each	24	\$1.59	\$38.16
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
Fresh Baked Brownies (Fudge and M&M`s) - per dozen	2	\$15.99	\$31.98

## 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>2 dozen granola bars \$1.59 each = \$36.00</li> <li>2 dozen desert bars - \$29.99 x 2 = \$59.98</li> <li>already pre-approved by Lynn K.</li> </ul>	1	\$95.98	\$95.98

## Order Summary

Beverages	Food	Other
\$69.86	\$98.12	\$95.98

## Order Totals

Sub Total	\$263.96
Order Total	\$263.96

Event Name: **Wings Fashion Exhibit**

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

ORDER #5987  
Wednesday, 10/31/2018  
Ordered On: 7/31/2018  
Last Modified: 11/2/2018 1:13:03 PM  
 Confirmation Pending

## Customer Information

**First Name:** Melanie  
**Last Name:** Demos  
**Department:** Performing Arts Center (gallery)  
**Email:** demosm@cod.edu  
**Phone:** 6309422321

## Payment Information

**Payment Type :** Department Account  
**Approval Email:** mcgowan@cod.edu ✓  
**Department Account Number:** 01-30-12301-5509001  
**Policy Acceptance:** I Accept | MD

## Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Justin Witte  
**Contact Phone:** 6309423206  
**How Many Tables Ordered for Food Service?:** 1  
**Double Sided Tables?:** Yes  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 2210

## Event Information

**Guest Count:** 150  
**Pick-up/ Delivery Date:** Wednesday, 10/31/2018  
**Food Delivery Time:** 11:45 AM  
**Event Start Time:** 12:00 PM  
**Food Clean-up Time:** 1:00 PM

## BEVERAGES

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

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

## 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

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

3	\$15.99	\$47.97
---	---------	---------

**Mini Fresh Fruit Skewer**

3	\$20.99	\$62.97
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Mini Fresh Fruit Skewer.

## Order Summary

Beverages	Food
\$2.99	\$152.91

## Order Totals

Sub Total	\$155.90
Order Total	\$155.90
Balance Due	\$155.90

## Special Instructions

Order #5987

Event Name: **Business Professionals of America - Lunch**

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

ORDER #6232

Friday, 11/2/2018

Ordered On: 10/22/2018

Last Modified: 11/1/2018 5:28:46 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?:** 4  
**Double Sided Tables?:** Yes  
**How Many Stations?:** 2  
**Building:** SRC  
**Room#:** 2000 DEF

## Event Information

**Guest Count:** 166  
**Pick-up/Delivery Date:** Friday, 11/2/2018  
**Food Delivery Time:** 11:30 AM  
**Event Start Time:** 12:00 PM  
**Food Clean-up Time:** 2:15 PM

## FOOD

	Qty.	Price	Ext.
<b>Subway Box Lunches</b>			
Subway Box Lunch includes your choice of 6-inch Sandwich served with Bag of Chips, Fruit, Cookie and Bottle of Water.			
<ul style="list-style-type: none"> <li>(97) Turkey Box Lunch</li> <li>(33) Ham Box Lunch</li> <li>(31) Vegetable Box Lunch</li> <li>Would it be possible to also order 5 Tuna Sandwiches with Lettuce and Cheese?</li> </ul>	166	\$9.79	\$1,625.14

Order Summary	Order Totals
Food	Sub Total \$1,625.14
\$1,625.14	Order Total \$1,625.14
	Balance Due <b>\$1,625.14</b>

## Special Instructions

Order #6232

Event Name: **New Faculty Institute (4)**

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

ORDER #6246

Friday, 11/2/2018

Ordered On: 10/25/2018

Last Modified: 10/25/2018 11:51:32 AM

**Confirmed**

## Customer Information

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

## Payment Information

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

## Delivery / Pickup Information

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

## Event Information

**Guest Count:** 20**Pick-up/ Delivery Date:** Friday, 11/2/2018**Food Delivery Time:** 1:30 PM**Event Start Time:** 2:00 PM**Food Clean-up Time:** 4:30 PM

## BEVERAGES

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

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

## Order Summary

**Beverages**  
\$42.97

## Order Totals

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

## Special Instructions

Order #6246

Event Name: **Business Professionals of America - Linen**

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

ORDER #6236

Thursday, 11/1/2018

Ordered On: 10/23/2018

Last Modified: 10/23/2018 10:57:44 AM

Confirmation Pending

## Customer Information

First Name: Jennifer

Last Name: Charles

Department: Conference and Events

Email: charlesj36@cod.edu

Phone: 630-942-3953

## Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Jennifer Charles

Contact Phone: 3953

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

Building: SRC

Room#: 2000

## Payment Information

Payment Type : Department Account

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

## Event Information

Guest Count: 175

Pick-up/  
Delivery Date: Thursday, 11/1/2018Food Delivery  
Time: 4:00 PMEvent Start  
Time: 4:30 PMFood Clean-up  
Time: 5:00 PM

## 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.			
	30	\$5.00	\$150.00

Order Summary	Order Totals
Supplies	Sub Total \$150.00
\$150.00	Order Total \$150.00
	Balance Due \$150.00

## Special Instructions

\* Linen order for Business Professionals of America event on November 2nd. Please deliver to SRC 2000 for CES to place on tables.

Order #6236



Event Name: **PTK Meeting**

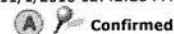
Flavours by Sodexo at The  
College of DuPage  
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL  
60137  
(630) 942-2555

ORDER #6228

Thursday, 11/1/2018

Ordered On: 10/19/2018

Last Modified: 11/1/2018 12:42:26 PM



## 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:** 01-30-12781-5501001  
**Policy Acceptance:** I Accept | NP

## Event Information

**Guest Count:** 36  
**Pick-up/Delivery Date:** Thursday, 11/1/2018  
**Earliest Pick-Up Time:** 1:45 PM  
**Latest Pick-Up Time:** 2:00 PM

## BEVERAGES

	Qty.	Price	Ext.
<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. • Three dozen of the Bosco Sticks with Marinara sauce	3	\$9.99	\$29.97

Order Summary		Order Totals	
<b>Beverages</b>	<b>Other</b>	<b>Sub Total</b>	\$55.15
\$25.18	\$29.97	<b>Order Total</b>	\$55.15
		<b>Balance Due</b>	\$55.15

## Special Instructions

Order #6228



Event Name: **PICU Lunch**

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

ORDER #6238

Thursday, 11/1/2018

Ordered On: 10/24/2018

Last Modified: 10/26/2018 2:54:21 PM

Change Requested

## Customer Information

**First Name:** Justin**Last Name:** Hardee**Department:** Counseling and Advising**Email:** hardeej@cod.edu**Phone:** 630-942-3977

## Payment Information

**Payment Type :** Department Account**Approval Email:** jeraks@cod.edu**Department Account Number:** 01-30-00467-5501001**Policy Acceptance:** I Accept | JH

## Delivery / Pickup Information

**Method:** On Campus Delivery**Event Contact:** Justin Hardee**Contact Phone:** 3977**How Many Tables****Ordered for Food** 2**Service?:****Double Sided Tables?:** No**How Many Stations?:** 1**Building:** SSC**Room#:** 1144

## Event Information

**Guest Count:** 55**Pick-up/ Delivery Date:** Thursday, 11/1/2018**Food Delivery Time:** 1:00 PM**Event Start Time:** 1:00 PM**Food Clean-up Time:** 4:00 PM

## BEVERAGES

**Bottled Water, 20 oz - each****Assorted Bottled Soft Drinks (Regular and Diet) - each**

Qty.	Price	Ext.
20	\$2.19	\$43.80
35	\$2.19	\$76.65

## FOOD

**Cheese Pizza - per pizza****Sausage Pizza - per pizza****Pepperoni Pizza - per pizza****Vegetable Pizza - per pizza****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
3	\$14.99	\$44.97
2	\$14.99	\$29.98
3	\$14.99	\$44.97
2	\$13.99	\$27.98

## OTHER

**Custom Product**

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

- Self serve garden salad for 50 people with choice of 2 dressings

Qty.	Price	Ext.
50	\$1.95	\$97.50

## Order Summary

Beverages	Food	Other
\$120.45	\$189.87	\$97.50

## Order Totals

<b>Sub Total</b>	\$407.82
<b>Order Total</b>	\$407.82
<b>Balance Due</b>	<b>\$407.82</b>

**Special Instructions**

HALF PIZZAS AT 1PM  
OTHER HALF AT 1:30PM

Order #6238

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 #6170

Thursday, 11/1/2018

Ordered On: 9/28/2018

Last Modified: 10/25/2018 8:48:30 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:** 10**Pick-up/ Delivery****Date:** Thursday, 11/1/2018**Food Delivery****Time:** 11:30 AM**Event Start Time:** 1:00 PM**Food Clean-up****Time:** 4:15 PM

## BEVERAGES

**Bottled Water, 20 oz - each**

Qty.	Price	Ext.
10	\$2.19	\$21.90

## FOOD

**Trail Mix - per person**

Qty.	Price	Ext.
10	\$2.59	\$25.90

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

1	\$15.99	\$15.99
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## Order Summary

**Beverages**

\$21.90

**Food**

\$41.89

## Order Totals

<b>Sub Total</b>	\$63.79
<b>Order Total</b>	\$63.79
<b>Balance Due</b>	<b>\$63.79</b>

## Special Instructions

Order #6170

Event Name: **PICU Morning Coffee**



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

**ORDER #6239**  
**Thursday, 11/1/2018**  
Ordered On: 10/24/2018  
Last Modified: 10/24/2018 12:55:48 PM  
 **Confirmation Pending**

**Customer Information**

**First Name:** Justin  
**Last Name:** Hardee  
**Department:** Counseling and Advising  
**Email:** hardeej@cod.edu  
**Phone:** 630-942-3977

**Payment Information**

**Payment Type :** Department Account  
**Approval Email:** jeraks@cod.edu  
**Department Account Number:** 01-30-00467-5501001  
**Policy Acceptance:** I Accept | JH

**Delivery / Pickup Information**

**Method:** On Campus Delivery  
**Event Contact:** Justin Hardee  
**Contact Phone:** 3977  
**How Many Tables Ordered for Food Service?:** 1  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** SSC  
**Room#:** 2201

**Event Information**

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

**BEVERAGES**

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

- please include tops for the coffee cups

Qty.	Price	Ext.
3	\$19.99	\$59.97

**Order Summary**

**Beverages**  
\$59.97

**Order Totals**

**Sub Total** \$59.97  
**Order Total** \$59.97  
**Balance Due** **\$59.97**

**Special Instructions**

Order #6239

Event Name: **Student Mentor Day**



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

**ORDER #6235**  
**Thursday, 11/1/2018**  
Ordered On: 10/22/2018  
Last Modified: 10/22/2018 4:06:41 PM  
 **Confirmed**

Customer Information

**First Name:** Jennifer  
**Last Name:** Chiavola  
**Department:** Nursing  
**Email:** chiavolaj@cod.edu  
**Phone:** 630-942-2617

Payment Information

**Payment Type :** Department Account  
**Approval Email:** chiavolaj@cod.edu  
**Department Account Number:** 01-10-00226-5501001  
**Policy Acceptance:** I Accept | JC

Delivery / Pickup Information

**Method:** On Campus Delivery  
**Event Contact:** Jennifer Chiavola  
**Contact Phone:** 630-942-2617  
**How Many Tables Ordered for Food Service?:** 1  
**Double Sided Tables?:** No  
**How Many Stations?:** 1  
**Building:** HSC  
**Room#:** 1219

Event Information

**Guest Count:** 12  
**Pick-up/ Delivery Date:** Thursday, 11/1/2018  
**Food Delivery Time:** 8:15 AM  
**Event Start Time:** 8:30 AM  
**Food Clean-up Time:** 10:30 AM

FOOD	Qty.	Price	Ext.
<b>Early Riser</b>			
<ul style="list-style-type: none"><li>Pastry Basket</li><li>Assorted Juice</li><li>Freshly Brewed Coffee and Decaffeinated Coffee</li></ul>	12	\$5.29	\$63.48

Order Summary

**Food**  
\$63.48

Order Totals

**Sub Total** \$63.48  
**Order Total** \$63.48  
**Balance Due** \$63.48

Special Instructions

Order #6235

## **Marek, Robert**

---

**From:** Gurney, Debra  
**Sent:** Monday, November 19, 2018 10:28 AM  
**To:** Marek, Robert  
**Cc:** Chiavola, Jennifer  
**Subject:** RE: Approval Needed for Sodexo Order No. 6235

Hi Bobby,

I approve of the Sodexo order #6235 for \$63.48.

Thank you,

Debra

**Dr. Debra Gurney, MSN, EdD, RN**  
Dean, Nursing and Health Sciences  
College of DuPage  
425 Fawell Blvd. | Glen Ellyn, IL 60137  
O: 630-942-4071 | F: 630-942-4222

**From:** Marek, Robert  
**Sent:** Monday, November 19, 2018 10:21 AM  
**To:** Gurney, Debra <gurneyd@cod.edu>  
**Cc:** Chiavola, Jennifer <chiavolaj@cod.edu>  
**Subject:** Approval Needed for Sodexo Order No. 6235

Hi Debra,

Can you please review the attached Sodexo order #6235 for \$63.48 and reply with your approval to pay? Jennifer does not currently have signing authority for department 00226 (under payment information). 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: **Public Service Institute**

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

ORDER #6169

Thursday, 11/1/2018

Ordered On: 9/28/2018

Last Modified: 10/25/2018 8:47:48 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:** 15  
**Pick-up/ Delivery Date:** Thursday, 11/1/2018  
**Food Delivery Time:** 7:15 AM  
**Event Start Time:** 8:00 AM  
**Food Clean-up Time:** 11:30 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

- Cinnamon Rolls
- Assorted Bagels

## Order Summary

**Food**  
**\$113.85**

## Order Totals

**Sub Total** \$113.85  
**Order Total** \$113.85  
**Balance Due** \$113.85

## Special Instructions

Order #6169



-----  
From: marekr@cod.edu  
Sent: Mon Nov 19 13:25:05 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