

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1239587

Vendor Name: Sodexo

Invoice Number: 236703

Invoice Date: 10/29/18

PO Number:

Check Number: E0070625

Check Amount: \$ 16,995.90

Check Date: 11/28/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0543503

Redaction Type: None

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

Document Below

SODEXO, INC & AFFILIATES

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

VN1239587

INVOICE

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

V0543503

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

AP VERIFIED

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMBER	
Net30	100022 20	20960 3	10/27/2018	236703	
DESCRIPTION		CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
01-10-00401-5501001 NICCIA Meeting		6220	\$268.07		\$268.07
10-99-99800-2900099 Writing on the Edge Conferenc		6153	\$633.26		\$633.26
10-99-99800-2900099 Writing on the Edge-Lunch		6154	\$1,954.07		\$1,954.07
10-99-99800-2900099 Writing on the Edge-Break		6155	\$218.44		\$218.44
01-80-00785-5501001 Community College Pres. Mtg.		6224	\$281.94		\$281.94
01-20-00429-5501001 DEHYG Accred. Visit Day 1		6122	\$75.43		\$75.43
01-80-00797-5509001 Benefits Fest		6192	\$71.93		\$71.93
01-80-00797-5509001 Benefits Fest		6193	\$559.50		\$559.50
01-20-00429-5501001 DEHYG Accred. Guest Luncheon		6195	\$225.93		\$225.93
01-20-00429-5501001 DEHYG Accred. Visit Day 1-PM		6123	\$70.57		\$70.57
01-30-00445-5501001 Junior/Senior Night		6219	\$289.21		\$289.21
01-90-13290-5509001 Electro Industries-Day 1		6201 6216	\$799.75		\$799.75
01-20-00429-5501001 DEHYG Accred. Visit Day 2		6124	\$35.50		\$35.50
01-20-00429-5501001 DEHYG Accred. Lunch-Day 2		6196	\$54.95		\$54.95
01-30-12781-5501001 PLR Meeting		6226	\$29.97		\$29.97
10-99-99328-2900099 CODEC Club Meetings		6085	\$32.96		\$32.96
01-30-12931-5501001 Spirit Week-Carnival Day		6157	\$4,994.95		\$4,994.95
10-99-99347-2900099 German Club-Oktoberfest		6144	\$240.00		\$240.00
01-30-12931-5501001		6213	\$1,861.69		\$1,861.69
01-90-13290-5509001 Electro Industries-Day 2		6217	\$799.75		\$799.75
05-63-63001-5501001 Public Service Institute		6167	\$113.85		\$113.85

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

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	10/29/2018	236703		
DESCRIPTION			CUSTOMER REF.	AMOUNT	SALES TAX	TOTAL
01-20-00429-5501001 MASST Accred. Visit Day 1			6126	\$75.43		\$75.43
05-63-63001-5501001 Public Service Institute			6168	\$51.79		\$51.79
01-20-00429-5501001 MASST Accred.Lunch Day 1			6197	\$63.90		\$63.90
05-60-11301-5408001 Snake Oil			6151	\$27.98		\$27.98
01-20-00429-5501001 MASST Accred. Day 1 PM Order			6127	\$70.57		\$70.57
01-20-00429-5501001 MASST Accred. Visit Day 2			6128	\$35.50		\$35.50
01-30-12931-5501001 Spirit Week-Club-A-Poolza			6158	\$2,749.11		\$2,749.11
01-20-00429-5501001 MASST Accred. Guest Luncheon			6198	\$109.90		\$109.90
01-10-00393-5509001 Oct.2018 In-Service Tblecloth			6186	\$200.00		\$200.00
Tax-exempt#:e99999			INVOICE TOTAL	\$16,995.90	\$0.00	\$16,995.90

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: **NICCIA Meeting**

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

ORDER #6220

Friday, 10/26/2018

Ordered On: 10/15/2018

Last Modified: 10/26/2018 11:57:53 AM

Confirmed

Customer Information

First Name: Tracey
Last Name: Dulceak
Department: Admissions & Outreach
Email: dulceakt@cod.edu
Phone: 630-942-2093

Payment Information

Payment Type: Department Account
Approval Email: smidka@cod.edu ✓
Department Account Number: 01-10-00401-5501001
Policy Acceptance: I Accept | td

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Gabi Carr
Contact Phone: 2979
How Many Tables Ordered for Food Service?: 2
Double Sided Tables?: No
How Many Stations?: 1
Building: SSC
Room#: 2201

Event Information

Guest Count: 15
Pick-up/Delivery Date: Friday, 10/26/2018
Food Delivery Time: 11:45 AM
Event Start Time: 11:00 AM
Food Clean-up Time: 2:30 PM

BEVERAGES

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

FOOD

	Qty.	Price	Ext.
Mexican Buffet Grilled and Marinated Chicken and Seasoned Ground Beef, Grilled Onions and Peppers, Tomatoes, Cheese, Lettuce, Jalepeños with Spanish Rice and Black Beans, Chips and Salsa, Flour Tortillas (Gluten Free Corn Tortilla option available upon request) and your choice of Dessert. Your choice of Lemonade or Raspberry Iced Tea. <ul style="list-style-type: none"> Raspberry Iced Tea Cookies (Specialty Buffet Dessert) Cookies with no nuts 	15	\$13.29	\$199.35

OTHER

	Qty.	Price	Ext.
Custom Product 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"> Add guacamole for half of the order at \$1.29 each please 	6	\$1.29	\$7.74
Custom Item requesting bottled soda add \$1.00 per person	15	\$1.00	\$15.00

SUPPLIES

Qty. Price Ext.

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.

8 \$5.00 \$40.00

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

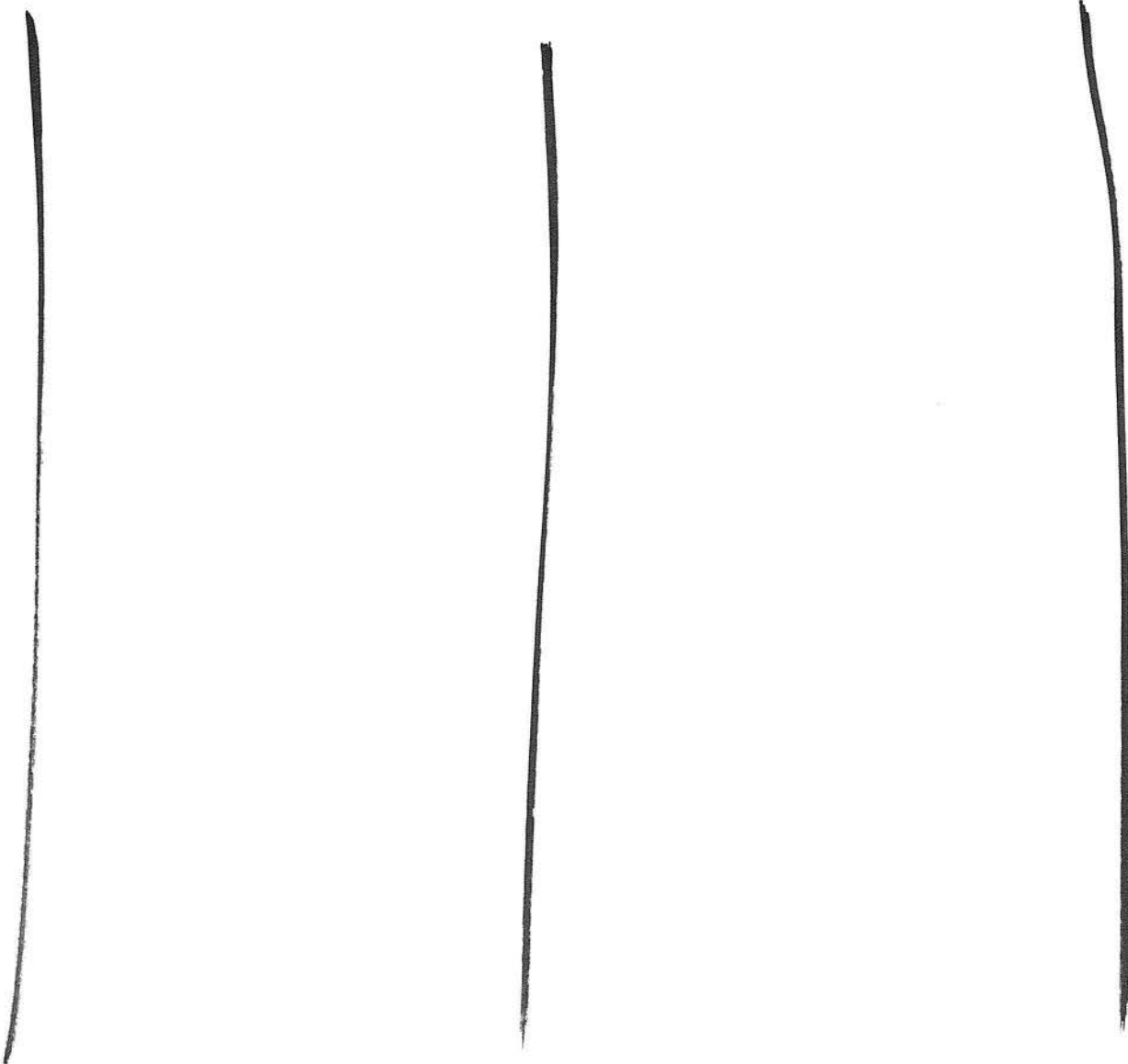
Order Summary			
Beverages	Food	Other	Supplies
\$5.98	\$199.35	\$22.74	\$40.00

Order Totals	
Sub Total	\$268.07
Order Total	\$268.07
Balance Due	\$268.07

Special Instructions

Could the tables be setup before the event start time (event begins at 11am, food delivery is 11:45 please)

Order #6220



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.

8

\$5.00

\$40.00

Order Summary				Order Totals	
Beverages	Food	Other	Supplies	Sub Total	\$268.07
\$5.98	\$199.35	\$22.74	\$40.00	Order Total	\$268.07
				Balance Due	\$268.07

Special Instructions

Could the tables be setup before the event start time (event begins at 11am, food delivery is 11:45 please)

Order #6220

Event Name: **Writing on the Edge Conference - breakfast**

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

ORDER #6153

Saturday, 10/20/2018

Ordered On: 9/26/2018

Last Modified: 10/10/2018 10:42:11 AM

Confirmed

Customer Information

First Name: Jennifer**Last Name:** Butler**Department:** English**Email:** butlerj61@cod.edu**Phone:** x3802

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Jennifer Butler**Contact Phone:** x3802**How Many Tables****Ordered for Food** 6**Service?:****Double Sided****Tables?:** No**How Many****Stations?:** 2**Building:** SRC**Room#:** 2000

Payment Information

Payment Type : Department Account**Approval Email:** martinss14@cod.edu ✓**Department****Account Number:** 10-99-99800-2900099**Policy****Acceptance:** I Accept | JB

Event Information

Guest Count: 70**Pick-up/ Delivery****Date:** Saturday, 10/20/2018**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

- Please put out at breakfast.

Qty.	Price	Ext.
4	\$2.99	\$11.96

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

- Coffee Cake
- Assorted Bagels
- Please cut bagels in to quarters. We'd like assorted cream cheese flavors if possible.

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

Qty.	Price	Ext.
18	\$5.00	\$90.00

appointment to view the linens.

- Please keep the linens out all day

Order Summary

Beverages
\$11.96

Food
\$531.30

Supplies
\$90.00

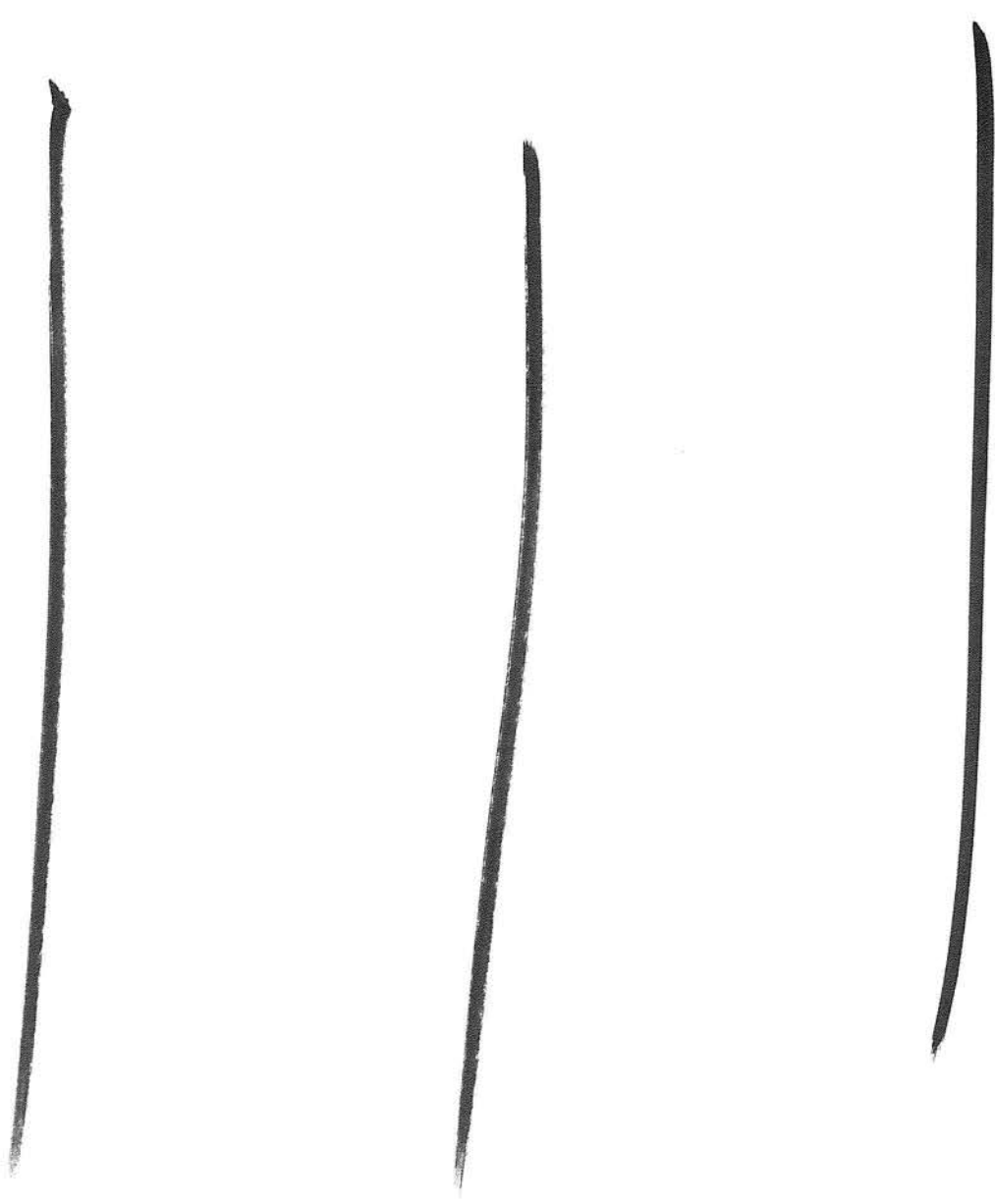
Order Totals

Sub Total	\$633.26
Order Total	\$633.26
Balance Due	\$633.26

Special Instructions

This event is the Writing on the Edge Conference and is really on SATURDAY, OCTOBER 20th.

Order #6153



Event Name: **Writing on the Edge Conference - Lunch**

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

ORDER #6154

Saturday, 10/20/2018

Ordered On: 9/26/2018

Last Modified: 10/29/2018 4:54:11 PM



Customer Information

First Name: Jennifer

Last Name: Butler

Department: English

Email: butlerj61@cod.edu

Phone: x3802

Delivery / Pickup
Information

Method: On Campus Delivery

Event Contact: Jennifer Butler

Contact Phone: x3802

How Many
Tables Ordered
for Food
Service?: 6Double Sided
Tables?: YesHow Many
Stations?: 2

Building: SRC

Room#: 2000

Payment Information

Payment
Type: Department AccountApproval
Email: martinss14@cod.edu ✓Department
Account
Number: 10-99-99800-2900099Policy
Acceptance: I Accept | JB

Event Information

Guest Count: 100

Pick-up/
Delivery Date: Saturday, 10/20/2018Food Delivery
Time: 12:00 PMEvent Start
Time: 12:15 PMFood Clean-up
Time: 2:00 PM

BEVERAGES

	Qty.	Price	Ext.
Coffee (10 servings) - per gallon			
• Please make coffee 4 gallons of regular and 4 gallons of decaf	8	\$19.99	\$159.92
Water Service - Water (serves 16 per gallon) - per gallon	5	\$2.99	\$14.95

FOOD

	Qty.	Price	Ext.
Little Italy			
<ul style="list-style-type: none"> Seasonal Vegetable Penne Pasta with choice of Sauce Caesar Salad with Homemade Croutons Italian Sausage and Meatballs Dinner Rolls Parmesan Cheese Choice of Dessert Raspberry Iced Tea or Lemonade 	80	\$15.99	\$1,279.20
<ul style="list-style-type: none"> Meatball and Italian Sausage with Peppers and French Rolls (Little Italy Choice) Marinara Sauce (Little Italy Sauce Choice) Brownies (Specialty Buffet Dessert) Raspberry Iced Tea 			
• If possible, could we have half lemonade and half raspberry iced tea.			
Cheese Tortellini	80	\$1.00	\$80.00

OTHER

	Qty.	Price	Ext.
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Add A Server

Add a server.

14

\$30.00

\$420.00

Order Summary**Beverages**

\$174.87

Food

\$1,359.20

Other

\$420.00

Order Totals**Sub Total**

\$1,954.07

Order Total

\$1,954.07

Balance Due**\$1,954.07****Special Instructions**

This is for the Writing on the Edge Conference on SATURDAY, OCTOBER 20TH. Please leave desserts and beverages out until 4 pm (end of conference)

Order #6154

Event Name: **Writing on the Edge - afternoon break**

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

ORDER #6155

Saturday, 10/20/2018

Ordered On: 9/26/2018

Last Modified: 10/15/2018 7:41:39 AM

Confirmed

Customer Information

First Name: Jennifer
Last Name: Butler
Department: English
Email: butlerj61@cod.edu
Phone: x3802

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Jennifer Butler
Contact Phone: 3802
How Many Tables Ordered for Food Service?: 3
Double Sided Tables?: No
How Many Stations?: 1
Building: SRC
Room#: 2000

Payment Information

Payment Type : Department Account
Approval Email: martinss14@cod.edu ✓
Department Account Number: 10-99-99800-2900099
Policy Acceptance: I Accept | JB

Event Information

Guest Count: 100
Pick-up/ Delivery Date: Saturday, 10/20/2018
Food Delivery Time: 2:15 PM
Event Start Time: 2:30 PM
Food Clean-up Time: 4:15 PM

BEVERAGES

Lemonade - per gallon**Raspberry Iced Tea - per gallon****Coffee (10 servings) - per gallon**

- Please make the coffee 2 gallons regular and 2 gallons decaf

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

Qty.	Price	Ext.
2	\$12.59	\$25.18
2	\$12.59	\$25.18
4	\$19.99	\$79.96
3	\$2.99	\$8.97

FOOD

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

- Please put out for our break and add to any leftover dessert from the lunch.

Mini Assorted Cheesecakes - per dozen

- Please put out for our break and add to any leftover dessert from the lunch.

Qty.	Price	Ext.
3	\$13.99	\$41.97
2	\$18.59	\$37.18

Order Summary

Beverages	Food
\$139.29	\$79.15

Order Totals

Sub Total	\$218.44
Order Total	\$218.44
Balance Due	\$218.44

Special Instructions

This is for the Writing on the Edge Conference on SATURDAY, OCTOBER 20TH.

Event Name: **10/22/18 Community College President Meeting**

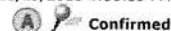
Flavours by Sodexo at The
College of DuPage
425 Fawell Blvd, SRC Cafeteria, Glen Ellyn, IL
60137
(630) 942-2555

ORDER #6224

Monday, 10/22/2018

Ordered On: 10/17/2018

Last Modified: 10/29/2018 4:58:59 PM



Customer Information

First Name: Erin

Last Name: Carrillo

Department: President's Office

Email: carrilloe42@cod.edu

Phone: 630-942-2203

Delivery / Pickup
Information

Method: On Campus Delivery

Event Contact: Erin Carrillo

Contact Phone: 2203

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

Building: SSC

Room#: 2200

Payment Information

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

Event Information

Guest Count: 22

Pick-up/
Delivery Date: Monday, 10/22/2018Food Delivery
Time: 9:15 AMEvent Start
Time: 10:00 AMFood Clean-up
Time: 12:15 PM

BEVERAGES

	Qty.	Price	Ext.
Water Service - Water (serves 16 per gallon) - per gallon	1	\$2.99	\$2.99
Coffee (10 servings) - per gallon • Please do 2 regular coffee and 1 decaf coffee	3	\$19.99	\$59.97
Hot Tea - per gallon • Please do 2 regular coffee and 1 decaf coffee	1	\$12.99	\$12.99
Fresh Brewed Iced Tea - per gallon • Please do the "Arnold Palmer" 1/2 tea and 1/2 lemonade.	2	\$9.75	\$19.50

OTHER

	Qty.	Price	Ext.
Custom Item			
2 dozen of the following items:			
Mini Quiche \$21.99 x 2 = \$43.98			
Harvest Brie Crostada \$26.59 x 2 = \$53.18			
Scones \$19.99 x 2 = \$39.98			
15- 9 oz. yogurt parfaits - \$3.29 x 15 = \$49.35	1	\$186.49	\$186.49

Order Summary

Order Totals

Beverages	Other	Sub Total	\$281.94
\$95.45	\$186.49	Order Total	\$281.94
		Balance Due	\$281.94

Special Instructions

PLEASE NOTE: DATE OF EVENT IS OCTOBER 22, 2018. PLEASE CHANGE ON YOUR END.

Order #6224

Event Name: **DEHYG Accreditation visit day 1**

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

ORDER #6122

Tuesday, 10/23/2018

Ordered On: 9/17/2018

Last Modified: 9/17/2018 10:20:50 AM

Confirmed

Customer Information

First Name: Pam
Last Name: Dinucci
Department: Health and Sciences
Email: dinuccip@cod.edu
Phone: 630-942-2902

Payment Information

Payment Type : Department Account
Approval Email: hunnicut@cod.edu
Department Account Number: 01-20-00429-5501001
Policy Acceptance: I Accept | pjd

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Pam Dinucci
Contact Phone: 2902
How Many Tables Ordered for Food Service?: 0
Double Sided Tables?: Yes
How Many Stations?: 2
Building: HSC
Room#: 1219

Event Information

Guest Count: 8
Pick-up/ Delivery Date: Tuesday, 10/23/2018
Food Delivery Time: 7:30 AM
Event Start Time: 8:00 AM
Food Clean-up Time: 12:00 PM

BEVERAGES

Coffee (10 servings) - per gallon
Fruit Juice, Apple - each
Bottled Water, 20 oz - each

Qty.	Price	Ext.
1	\$19.99	\$19.99
6	\$1.99	\$11.94
8	\$2.19	\$17.52

FOOD

Einstein's Assorted Bagels - per dozen
Mini Muffins - per dozen

Qty.	Price	Ext.
1	\$19.99	\$19.99
1	\$5.99	\$5.99

Order Summary

Beverages	Food
\$49.45	\$25.98

Order Totals

Sub Total	\$75.43
Order Total	\$75.43
Balance Due	\$75.43

Special Instructions

Order #6122

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

Hi Debra,

When you have a moment, can you please review the attached 10 Sodexo orders and reply with your approval to pay? The payment/approval email was sent to Marianne Hunnicutt for each order, however, her signing authority for the Dean of Health Sciences department was removed, and yours established, on 10/18/18. All of the orders relate to the DEHYG and MASST accreditation visits.

Order 6122 – DEHYG Accreditation Visit (Day 1) \$75.43
Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: **Benefits Fest**

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

ORDER #6192

Tuesday, 10/23/2018

Ordered On: 10/5/2018

Last Modified: 10/18/2018 11:07:13 AM

Confirmed

Customer Information

First Name: Beryl**Last Name:** Mosley**Department:** Human Resources**Email:** mosleyb@cod.edu**Phone:** 630-942-3957

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Beryl Mosley**Contact Phone:** 630 942-3957**How Many Tables****Ordered for Food** 2**Service?:****Double Sided****Tables?:** No**How Many****Stations?:** 1**Building:** SRC**Room#:** 2000D

Payment Information

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

01-80-00797-5509001

Policy**Acceptance:**

I Accept | BM

Event Information

Guest Count: 40**Pick-up/ Delivery****Date:**

Tuesday, 10/23/2018

Food Delivery**Time:**

9:00 AM

Event Start Time: 9:30 AM**Food Clean-up****Time:**

3:00 PM

BEVERAGES

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

Qty.

Price

Ext.

4

\$2.99

\$11.96

Coffee (10 servings) - per gallon

3

\$19.99

\$59.97

- 2 Regular Coffee / 1 Decaf Coffee

Order Summary

Beverages

\$71.93

Order Totals

Sub Total

\$71.93

Order Total

\$71.93

Balance Due**\$71.93**

Special Instructions

Please refresh the ice for the water throughout the event.

Order #6192

Event Name: **Benefits Fest**

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

ORDER #6193

Tuesday, 10/23/2018

Ordered On: 10/5/2018

Last Modified: 10/9/2018 3:24:35 PM

Confirmed

Customer Information

First Name: Beryl
Last Name: Mosley
Department: Human Resources
Email: mosleyb@cod.edu
Phone: 630-942-3957

Payment Information

Payment Type : Department Account
Approval Email: igyartom@cod.edu ✓
Department Account Number: 01-80-00797-5509001
Policy Acceptance: I Accept | BM

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Beryl Mosley
Contact Phone: 630 942-3957
How Many Tables Ordered for Food? 2
Service?:
Double Sided Tables?: No
How Many Stations?: 1
Building: SRC
Room#: 2000 D

Event Information

Guest Count: 50
Pick-up/ Delivery Date: Tuesday, 10/23/2018
Food Delivery Time: 11:15 AM
Event Start Time: 11:30 AM
Food Clean-up Time: 3:00 PM

FOOD

Deli Buffet

- Your choice of two Salads
- Homemade Chips
- Assorted Gourmet Rolls
- Sliced Turkey, Ham, Roast Beef and Salami
- Sliced Swiss, Provolone and American Cheeses
- Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise and Mustard
- Choice of Dessert
- Raspberry Iced Tea or Lemonade

- **Seasonal Fresh Fruit Salad**
- **Market House Salad with House Dressing**
- **Lemonade**
- **Cookies - (Specialty Buffet Dessert)**
- **Please provide more turkey than salami. Lunch will begin at 11:30AM**

Qty.	Price	Ext.
50	\$10.99	\$549.50

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.

- **Linens for 2 tall round table in SRC 2000-D**

Qty.	Price	Ext.
2	\$5.00	\$10.00

Order Summary

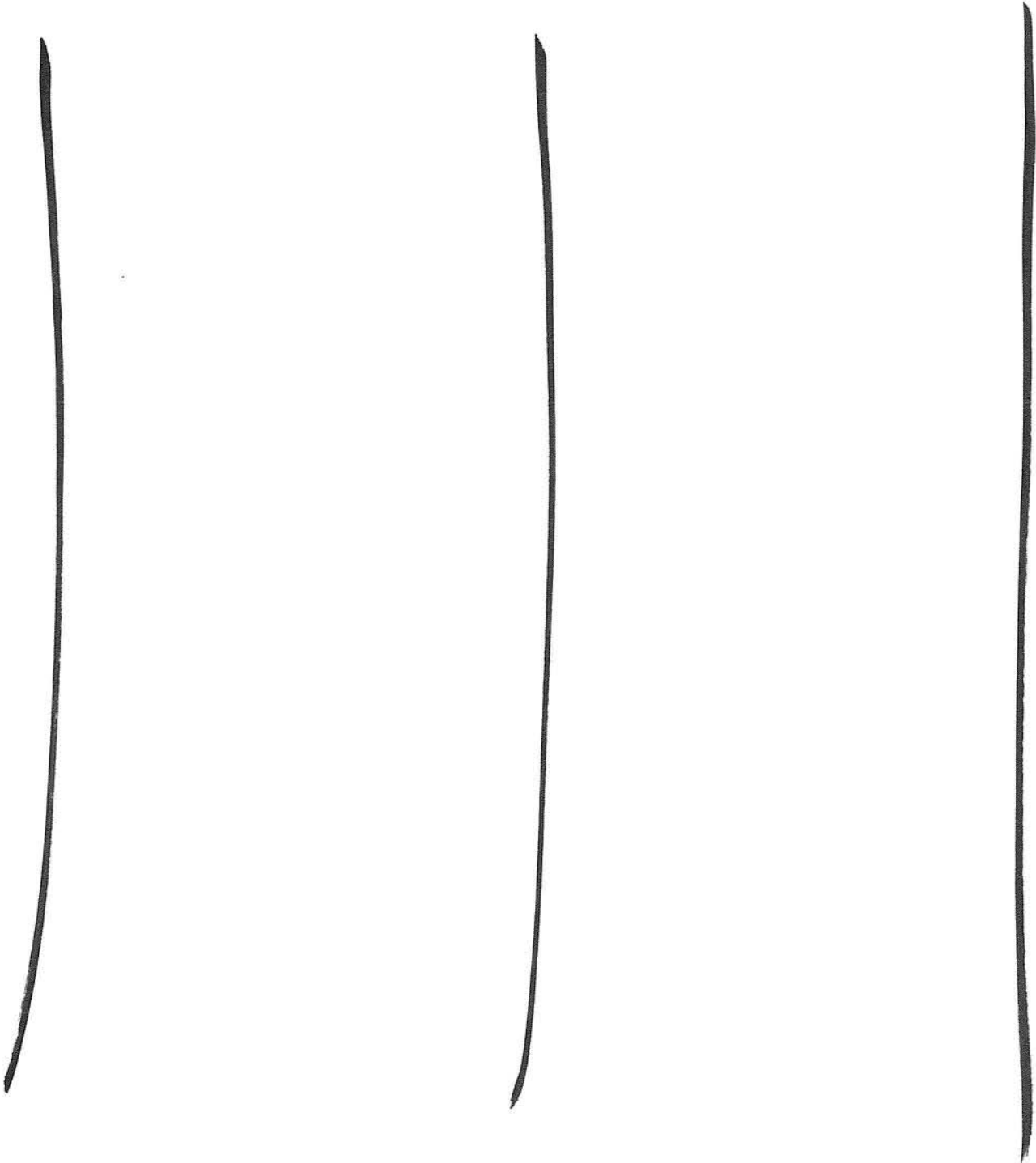
Food	Supplies
\$549.50	\$10.00

Order Totals

Sub Total	\$559.50
Order Total	\$559.50
Balance Due	\$559.50

Special Instructions

Order #6193



Event Name: **DEHYG Accreditation guest luncheon**

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

ORDER #6195

Tuesday, 10/23/2018

Ordered On: 10/8/2018

Last Modified: 10/18/2018 7:19:01 AM

Confirmed

Customer Information

First Name: Pam**Last Name:** Dinucci**Department:** Health and Sciences**Email:** dinuccip@cod.edu**Phone:** 630-942-2902

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Pam Dinucci**Contact Phone:** 2902**How Many Tables Ordered for Food Service?:** 0**Double Sided Tables?:** Yes**How Many Stations?:** 2**Building:** HSC**Room#:** 1108

Payment Information

Payment Type : Department Account**Approval Email:** hunnicut@cod.edu**Department Account Number:** 01-20-00429-5501001**Policy Acceptance:** I Accept | pjd

Event Information

Guest Count: 17**Pick-up/ Delivery Date:** Tuesday, 10/23/2018**Food Delivery Time:** 11:30 AM**Event Start Time:** 12:00 PM**Food Clean-up Time:** 1:30 PM

FOOD

Mexican Buffet

Grilled and Marinated Chicken and Seasoned Ground Beef, Grilled Onions and Peppers, Tomatoes, Cheese, Lettuce, Jalepeños with Spanish Rice and Black Beans, Chips and Salsa, Flour Tortillas (Gluten Free Corn Tortilla option available upon request) and your choice of Dessert. Your choice of Lemonade or Raspberry Iced Tea.

- Raspberry Iced Tea
- Cookies - (Specialty Buffet Dessert)
- Please provide gluten free tortilla chips.

Qty. Price Ext.

17 \$13.29 \$225.93

Order Summary

Food
\$225.93

Order Totals

Sub Total \$225.93
Order Total \$225.93
Balance Due \$225.93

Special Instructions

Order #6195

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

Hi Debra,

When you have a moment, can you please review the attached 10 Sodexo orders and reply with your approval to pay? The payment/approval email was sent to Marianne Hunnicutt for each order, however, her signing authority for the Dean of Health Sciences department was removed, and yours established, on 10/18/18. All of the orders relate to the DEHYG and MASST accreditation visits.

Order 6122 – DEHYG Accreditation Visit (Day 1) \$75.43
Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: **DEHYG accreditation visit day 1 afternoon order**

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

ORDER #6123

Tuesday, 10/23/2018

Ordered On: 9/17/2018

Last Modified: 9/17/2018 10:20:25 AM

Confirmed

Customer Information

First Name: Pam
Last Name: Dinucci
Department: Health and Sciences
Email: dinuccip@cod.edu
Phone: 630-942-2902

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Pam Dinucci
Contact Phone: 2902
How Many Tables Ordered for Food: 0
Service?:
Double Sided Tables?: Yes
How Many Stations?: 2
Building: HSC
Room#: 1219

Payment Information

Payment Type : Department Account
Approval Email: hunnicut@cod.edu
Department Account Number: 01-20-00429-5501001
Policy Acceptance: I Accept | pjd

Event Information

Guest Count: 6
Pick-up/ Delivery Date: Tuesday, 10/23/2018
Food Delivery Time: 3:30 PM
Event Start Time: 4:00 PM
Food Clean-up Time: 5:00 PM

BEVERAGES

Coffee (10 servings) - per gallon**Bottled Water, 20 oz - each**

- Please provide 4 regular soft drinks and 4 diet soft drinks

Assorted Bottled Soft Drinks (Regular and Diet) - each

- Please provide 4 regular soft drinks and 4 diet soft drinks

FOOD

Trail Mix - per person

Qty.	Price	Ext.
1	\$19.99	\$19.99

8	\$2.19	\$17.52
---	--------	---------

8	\$2.19	\$17.52
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Qty.	Price	Ext.
6	\$2.59	\$15.54

Order Summary

Beverages	Food
\$55.03	\$15.54

Order Totals

Sub Total	\$70.57
Order Total	\$70.57
Balance Due	\$70.57

Special Instructions

Please note that the meeting will last until 6:00pm on October 23rd. Cleanup can take place on the following morning.

Order #6123

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

Hi Debra,

When you have a moment, can you please review the attached 10 Sodexo orders and reply with your approval to pay? The payment/approval email was sent to Marianne Hunnicutt for each order, however, her signing authority for the Dean of Health Sciences department was removed, and yours established, on 10/18/18. All of the orders relate to the DEHYG and MASST accreditation visits.

Order 6122 – DEHYG Accreditation Visit (Day 1) \$75.43
Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: **Junior/Senior Night**

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

ORDER #6219

Tuesday, 10/23/2018

Ordered On: 10/15/2018

Last Modified: 10/15/2018 6:26:42 PM

Confirmation Pending

Customer Information

First Name: Tracey
Last Name: Dulceak
Department: Admissions & Outreach
Email: dulceakt@cod.edu
Phone: 630-942-2093

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Tracey Dulceak
Contact Phone: 2093
How Many Tables Ordered for Food Service?: Bar in Mac Lobby
Double Sided Tables?: No
How Many Stations?: 1
Building: MAC
Room#: Lobby

Payment Information

Payment Type : Department Account
Approval Email: mcclaint57@cod.edu ✓
Department Account Number: 01-30-00445-5501001
Policy Acceptance: I Accept | td

Event Information

Guest Count: 200
Pick-up/ Delivery Date: Tuesday, 10/23/2018
Food Delivery Time: 4:45 PM
Event Start Time: 5:00 PM
Food Clean-up Time: 7:30 AM

BEVERAGES

Coffee (10 servings) - per gallon

- Could we please have (3) Gallons of Regular (3) Gallons of Decaf Smaller cups?

Water Service - Water (serves 16 per gallon) - per gallon**Raspberry Iced Tea - per gallon**

Qty.	Price	Ext.
6	\$19.99	\$119.94

FOOD

Subway Double Chocolate Cookie Platter

Double Chocolate Cookie Platter.

Subway Chocolate Chip Cookie Platter

Chocolate Chip Cookie Platter.

Subway Sugar Cookie Platter

Sugar Cookie Platter.

Qty.	Price	Ext.
1	\$23.59	\$23.59
2	\$23.59	\$47.18
1	\$23.59	\$23.59

Order Summary

Beverages	Food
\$194.85	\$94.36

Order Totals

Sub Total	\$289.21
Order Total	\$289.21
Balance Due	\$289.21

Special Instructions

The event ends at 7:30pm

Order #6219

Event Name: **Electro Industries - Day 1**

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

ORDER #6216
Wednesday, 10/24/2018
 Ordered On: 10/15/2018
 Last Modified: 10/15/2018 1:46:37 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?: 5
Double Sided Tables?: No
How Many Stations?: 2
Building: TEC
Room#: 1038B

Event Information

Guest Count: 25
Pick-up/ Delivery Date: Wednesday, 10/24/2018
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

Qty.	Price	Ext.
25	\$31.99	\$799.75

- Danish
- Assorted Bagels with Cream Cheese, Butter and Assorted Jellies
- Deli Buffet - (All Day Lunch Buffet Selection)
- Assorted Individual Bags of Chips
- Bunches of Red and Green Grapes
- 7:00AM for 7:30AM Service - (Breakfast Delivery Time)
- 7:00AM with Breakfast to minimize distraction - (Mid-Morning Break Delivery Time)
- 11:30AM for 12:00PM service Deli Buffet Choices: Salad: Potato Salad and Creamy Cole Slaw Beverage: Lemonade Dessert: Assorted Cookies - (Lunch Delivery Time)
- 12:45PM for 1:15PM service - (Afternoon Snack Delivery Time)
- Please note: Event will be self contained in one room and all food and beverage may be delivered while the session is underway.

Order Summary

Food
\$799.75

Order Totals

Sub Total \$799.75
Order Total \$799.75
Balance Due \$799.75

Special Instructions

Order #6216

Event Name: **DEHYG Accreditation visit day 2**

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

ORDER #6124
Wednesday, 10/24/2018
Ordered On: 9/17/2018
Last Modified: 9/17/2018 10:21:20 AM
 Confirmed

Customer Information

First Name: Pam
Last Name: Dinucci
Department: Health and Sciences
Email: dinuccip@cod.edu
Phone: 630-942-2902

Payment Information

Payment Type : Department Account
Approval Email: hunnicut@cod.edu
Department Account Number: 01-20-00429-5501001
Policy Acceptance: I Accept | pjd

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Pam Dinucci
Contact Phone: 2902
How Many Tables Ordered for Food Service?: 0
Double Sided Tables?: Yes
How Many Stations?: 2
Building: HSC
Room#: 1219

Event Information

Guest Count: 6
Pick-up/ Delivery Date: Wednesday, 10/24/2018
Food Delivery Time: 7:30 AM
Event Start Time: 8:00 AM
Food Clean-up Time: 12:00 PM

BEVERAGES

Coffee (10 servings) - per gallon

Qty.	Price	Ext.
1	\$19.99	\$19.99

FOOD

Mini Muffins - per dozen

Qty.	Price	Ext.
1	\$5.99	\$5.99

Whole Fruit - each

Qty.	Price	Ext.
8	\$1.19	\$9.52

Order Summary

Beverages	Food
\$19.99	\$15.51

Order Totals

Sub Total	\$35.50
Order Total	\$35.50
Balance Due	\$35.50

Special Instructions

Order #6124

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

Hi Debra,

When you have a moment, can you please review the attached 10 Sodexo orders and reply with your approval to pay? The payment/approval email was sent to Marianne Hunnicutt for each order, however, her signing authority for the Dean of Health Sciences department was removed, and yours established, on 10/18/18. All of the orders relate to the DEHYG and MASST accreditation visits.

Order 6122 – DEHYG Accreditation Visit (Day 1) \$75.43
Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: **DEHYG Accreditation team lunch day 2**

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

ORDER #6196
Wednesday, 10/24/2018
Ordered On: 10/8/2018
Last Modified: 10/23/2018 10:54:23 AM
 Confirmed

Customer Information

First Name: Pam
Last Name: Dinucci
Department: Health and Sciences
Email: dinuccip@cod.edu
Phone: 630-942-2902

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Pam Dinucci
Contact Phone: 2902
How Many Tables Ordered for Food: 0
Service?:
Double Sided Tables?: Yes
How Many Stations?: 1
Building: HSC
Room#: 1219

Payment Information

Payment Type : Department Account
Approval Email: hunnicut@cod.edu ✕
Department Account Number: 01-20-00429-5501001
Policy Acceptance: I Accept | pjd

Event Information

Guest Count: 5
Pick-up/ Delivery Date: Wednesday, 10/24/2018
Food Delivery Time: 10:45 AM
Event Start Time: 11:30 AM
Food Clean-up Time: 1:00 PM

FOOD

Cobb Salad

Strips of Turkey Breast, Diced Tomatoes, chopped Hard Boiled Eggs, Diced Celery, Red Onions, Bacon Crumbles served over a bed of Romaine Lettuce with Blue Cheese Dressing. Served with a Crusty Roll and Butter, Cookie or Brownie and a Soft Drink, Regular or Diet, or Bottled Water.

- Cookie
- Bottled Water

Qty.	Price	Ext.
5	\$10.99	\$54.95

Order Summary

Food
\$54.95

Order Totals

Sub Total \$54.95
Order Total \$54.95
Balance Due \$54.95

Special Instructions

Order #6196

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

Hi Debra,

When you have a moment, can you please review the attached 10 Sodexo orders and reply with your approval to pay? The payment/approval email was sent to Marianne Hunnicutt for each order, however, her signing authority for the Dean of Health Sciences department was removed, and yours established, on 10/18/18. All of the orders relate to the DEHYG and MASST accreditation visits.

Order 6122 – DEHYG Accreditation Visit (Day 1) \$75.43
Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: **PLR Meeting**

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

ORDER #6226
Wednesday, 10/24/2018
Ordered On: 10/18/2018
Last Modified: 10/18/2018 11:48:24 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 1 Service?:
Double Sided Tables?: No
How Many Stations?: 1
Building: SSC
Room#: 1225

Event Information

Guest Count: 15
Pick-up/ Delivery Date: Wednesday, 10/24/2018
Food Delivery Time: 1:00 PM
Event Start Time: 1:00 PM
Food Clean-up Time: 2:00 PM

FOOD

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

- 2 cheese and one sausage

Order Summary

Food
\$29.97

Order Totals

Sub Total \$29.97
Order Total \$29.97
Balance Due \$29.97

Special Instructions

Order #6226

Event Name: **CODEC Club Meetings**

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

ORDER #6085
Wednesday, 10/24/2018
 Ordered On: 9/4/2018
 Last Modified: 9/6/2018 10:37:43 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

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, 10/24/2018
Earliest Pick-Up Time: 2:45 PM
Latest Pick-Up Time: 3:00 PM

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

Beverages	Food
\$2.99	\$29.97

Order Totals

Sub Total	\$32.96
Order Total	\$32.96
Balance Due	\$32.96

Special Instructions

Order #6085

Event Name: **Spirit Week - Carnival Day**

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

ORDER #6157
Wednesday, 10/24/2018
Ordered On: 9/27/2018
Last Modified: 10/25/2018 4:39:34 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: 630.942.2644
How Many Tables Ordered for Food Service?: 3
Double Sided Tables?: No
How Many Stations?: 1
Building: SSC
Room#: 2206

Event Information

Guest Count: 700
Pick-up/ Delivery Date: Wednesday, 10/24/2018
Food Delivery Time: 10:45 AM
Event Start Time: 11:00 AM
Food Clean-up Time: 1:30 PM

BEVERAGES

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

Qty.	Price	Ext.
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.

- We need 1000 Hot Pretzels (with the melted cheese to spoon out) -provide in batches. Times: 11am, 11:30am, 12:15pm for remaining

Qty.	Price	Ext.
1000	\$2.69	\$2,690.00

Custom Product

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

1000 Root Beer Floats

1000	\$2.29	\$2,290.00
------	--------	------------

Order Summary

Beverages	Other
\$14.95	\$4,980.00

Order Totals

Sub Total	\$4,994.95
Order Total	\$4,994.95
Balance Due	\$4,994.95

Special Instructions

Order #6157

Event Name: **German Club - Oktoberfest**

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

ORDER #6144
Wednesday, 10/24/2018
Ordered On: 9/25/2018
Last Modified: 10/25/2018 4:38:38 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: 10-99-99347-2900099
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: 30
Pick-up/ Delivery Date: Wednesday, 10/24/2018
Food Delivery Time: 11:45 AM
Event Start Time: 12:00 PM
Food Clean-up Time: 2:30 PM

OTHER

Custom Product

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

- \$8.00 per person; it would be Bratwurst, Potato Salad , German Chocolate Cake and Apple Juice

Order Summary

Other
\$240.00

Order Totals

Sub Total \$240.00
Order Total \$240.00
Balance Due \$240.00

Special Instructions

Order #6144

Event Name: **Spirit Week - Bubble Soccer**

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

ORDER #6213

Monday, 10/22/2018

Ordered On: 10/11/2018

Last Modified: 10/26/2018 10:45:08 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** 3**Service?:****Double Sided** No
Tables?:**How Many** 1
Stations?:**Building:** PE**Room#:** 100

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: 500**Pick-up/ Delivery**
Date: Monday, 10/22/2018**Food Delivery**
Time: 11:15 AM**Event Start Time:** 11:30 AM**Food Clean-up**
Time: 2:30 PM

BEVERAGES

Water Service - Water (serves 16 per gallon) - per gallon**Fresh Brewed Iced Tea - per gallon**

Qty.	Price	Ext.
6	\$2.99	\$17.94
5	\$9.75	\$48.75

OTHER

Custom Product

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

- Cheeseburgers (Cheese slices on the side) as well as packets of ketchup and mustard

Qty.	Price	Ext.
500	\$3.59	\$1,795.00

Order Summary

Beverages
\$66.69

Other
\$1,795.00

Order Totals

Sub Total \$1,861.69
Order Total \$1,861.69
Balance Due \$1,861.69

Special Instructions

Order #6213

Event Name: **Electro Industries - Day 2**

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

ORDER #6217

Thursday, 10/25/2018

Ordered On: 10/15/2018

Last Modified: 10/15/2018 1:44:23 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?: 5
Double Sided Tables?: No
How Many Stations?: 2
Building: TEC
Room#: 1038B

Event Information

Guest Count: 25
Pick-up/ Delivery Date: Thursday, 10/25/2018
Food Delivery Time: 7:00 AM
Event Start Time: 7:30 AM
Food Clean-up Time: 5:30 PM

FOOD

Qty. Price Ext.

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

25 \$31.99 \$799.75

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

- Cinnamon Rolls
- Assorted Bagels with Cream Cheese, Butter and Assorted Jellies
- Chili Bar - (All Day Lunch Buffet Selection)
- Mini Candy Bars
- Carrots and Celery Sticks with Ranch Dressing
- 7:00AM for 7:30AM service - (Breakfast Delivery Time)
- 7:00AM with breakfast to minimize distraction if possible - (Mid-Morning Break Delivery Time)
- 11:30AM for 12:00PM service Chili Bar Choices/Options: Please add Baked Potatoes Is it possible to serve Vegetable Chili as well? What is the upcharge? Beverage: Lemonade Dessert: Brownies - (Lunch Delivery Time)
- 12:45PM for 1:15PM service - (Afternoon Snack Delivery Time)
- Event in self contained and all food and beverage is served in the same room as the program. Deliveries may need to be made in the middle of the program.

Order Summary

Food
\$799.75

Order Totals

Sub Total \$799.75
Order Total \$799.75
Balance Due **\$799.75**

Special Instructions

Order #6217

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 #6167

Thursday, 10/25/2018

Ordered On: 9/28/2018

Last Modified: 10/18/2018 7:23:10 AM

Confirmed

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.edu ✓**Department Account Number:** 05-63-63001-5501001**Policy Acceptance:** I Accept | dh

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

Event Information

Guest Count: 15**Pick-up/ Delivery Date:** Thursday, 10/25/2018**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

Qty.	Price	Ext.
15	\$7.59	\$113.85

- Mini Scones
- Assorted Bagels
- Please substitute bottled water for juice if possible

Order Summary

Food
\$113.85

Order Totals

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

Special Instructions

Order #6167

Event Name: **MASST Accreditation visit day 1**

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

ORDER #6126

Thursday, 10/25/2018

Ordered On: 9/17/2018

Last Modified: 9/17/2018 10:31:17 AM

Confirmed

Customer Information

First Name: Pam**Last Name:** Dinucci**Department:** Health and Sciences**Email:** dinuccip@cod.edu**Phone:** 630-942-2902

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Pam Dinucci**Contact Phone:** 2902**How Many Tables
Ordered for Food** 0**Service?:****Double Sided
Tables?:** Yes**How Many
Stations?:** 2**Building:** HSC**Room#:** 1219

Payment Information

Payment Type : Department Account**Approval Email:** hunnicut@cod.edu**Department
Account Number:** 01-20-00429-5501001**Policy
Acceptance:** I Accept | pjd

Event Information

Guest Count: 6**Pick-up/ Delivery
Date:** Thursday, 10/25/2018**Food Delivery
Time:** 7:30 AM**Event Start Time:** 8:00 AM**Food Clean-up
Time:** 11:45 AM

BEVERAGES

Coffee (10 servings) - per gallon**Fruit Juice, Apple - each****Bottled Water, 20 oz - each**

Qty.	Price	Ext.
1	\$19.99	\$19.99
6	\$1.99	\$11.94
8	\$2.19	\$17.52

FOOD

Einstein's Assorted Bagels - per dozen**Mini Muffins - per dozen**

Qty.	Price	Ext.
1	\$19.99	\$19.99
1	\$5.99	\$5.99

Order Summary

Beverages
\$49.45

Food
\$25.98

Order Totals

Sub Total \$75.43
Order Total \$75.43
Balance Due **\$75.43**

Special Instructions

Order #6126

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

Hi Debra,

When you have a moment, can you please review the attached 10 Sodexo orders and reply with your approval to pay? The payment/approval email was sent to Marianne Hunnicutt for each order, however, her signing authority for the Dean of Health Sciences department was removed, and yours established, on 10/18/18. All of the orders relate to the DEHYG and MASST accreditation visits.

Order 6122 – DEHYG Accreditation Visit (Day 1) \$75.43
Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

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 #6168

Thursday, 10/25/2018

Ordered On: 9/28/2018

Last Modified: 10/18/2018 12:17:19 PM

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** No**Tables?:****How Many** 1**Stations?:****Building:** CHC**Room#:** 2001

Payment Information

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

Event Information

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

BEVERAGES

Bottled Water, 20 oz - each

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

FOOD

Large Cookies - per dozen

- chocolate chip cookies

Individual Bags of Pretzels - each

Qty.	Price	Ext.
1	\$13.99	\$13.99
10	\$1.59	\$15.90

Order Summary

Beverages
 \$21.90

Food
 \$29.89

Order Totals

Sub Total \$51.79
Order Total \$51.79
Balance Due \$51.79

Special Instructions

Order #6168

Event Name: **MASST Accreditation team lunch Day 1**

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

ORDER #6197
Thursday, 10/25/2018
 Ordered On: 10/8/2018
 Last Modified: 10/8/2018 9:38:31 AM
Confirmed

Customer Information

First Name: Pam
Last Name: Dinucci
Department: Health and Sciences
Email: dinuccip@cod.edu
Phone: 630-942-2902

Payment Information

Payment Type : Department Account
Approval Email: hunnicut@cod.edu
Department Account Number: 01-20-00429-5501001
Policy Acceptance: I Accept | pjd

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Pam Dinucci
Contact Phone: 2902
How Many Tables Ordered for Food Service?: 0
Double Sided Tables?: Yes
How Many Stations?: 1
Building: HSC
Room#: 1219

Event Information

Guest Count: 5
Pick-up/ Delivery Date: Thursday, 10/25/2018
Food Delivery Time: 11:30 AM
Event Start Time: 12:00 PM
Food Clean-up Time: 1:00 PM

FOOD

Cobb Salad

Strips of Turkey Breast, Diced Tomatoes, chopped Hard Boiled Eggs, Diced Celery, Red Onions, Bacon Crumbles served over a bed of Romaine Lettuce with Blue Cheese Dressing. Served with a Crusty Roll and Butter, Cookie or Brownie and a Soft Drink, Regular or Diet, or Bottled Water.

- **Substitute Fruit Cup - Add \$1.79**
- **Bottled Water**

Qty.	Price	Ext.
5	\$12.78	\$63.90

Order Summary

Food
 \$63.90

Order Totals

Sub Total \$63.90
Order Total \$63.90
Balance Due \$63.90

Special Instructions

Order #6197

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

Hi Debra,

When you have a moment, can you please review the attached 10 Sodexo orders and reply with your approval to pay? The payment/approval email was sent to Marianne Hunnicutt for each order, however, her signing authority for the Dean of Health Sciences department was removed, and yours established, on 10/18/18. All of the orders relate to the DEHYG and MASST accreditation visits.

Order 6122 – DEHYG Accreditation Visit (Day 1) \$75.43
Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: ***Snake Oil***

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

ORDER #6151
Thursday, 10/25/2018
 Ordered On: 9/25/2018
 Last Modified: 9/26/2018 2:09:54 PM
 Confirmation Pending

Customer Information

First Name: Tom
Last Name: Murray
Department: MAC
Email: murrayt166@cod.edu
Phone: 630-942-3072

Payment Information

Payment Type : Department Account
Approval Email: Mcgowan@cod.edu ✓
Department Account Number: 05-60-11301-5408001
Policy Acceptance: I Accept | TMM

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

Event Information

Guest Count: 800
Pick-up/ Delivery Date: Thursday, 10/25/2018
Food Delivery Time: 12:00 PM
Event Start Time: 2:45 PM
Food Clean-up Time: 4:15 PM

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.
2	\$13.99	\$27.98

Order Summary

Food
\$27.98

Order Totals

Sub Total \$27.98
Order Total \$27.98
Balance Due \$27.98

Special Instructions

Order #6151

Event Name: **MASST accreditation visit day 1 afternoon order**

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

ORDER #6127

Thursday, 10/25/2018

Ordered On: 9/17/2018

Last Modified: 9/17/2018 10:31:34 AM

Confirmed

Customer Information

First Name: Pam**Last Name:** Dinucci**Department:** Health and Sciences**Email:** dinuccip@cod.edu**Phone:** 630-942-2902

Delivery / Pickup Information

Method: On Campus Delivery**Event Contact:** Pam Dinucci**Contact Phone:** 2902**How Many Tables Ordered for Food Service?:** 0**Double Sided Tables?:** Yes**How Many Stations?:** 2**Building:** HSC**Room#:** 1219

Payment Information

Payment Type : Department Account**Approval Email:** hunnicut@cod.edu**Department Account Number:** 01-20-00429-5501001**Policy Acceptance:** I Accept | pjd

Event Information

Guest Count: 6**Pick-up/ Delivery Date:** Thursday, 10/25/2018**Food Delivery Time:** 2:30 PM**Event Start Time:** 3:00 PM**Food Clean-up Time:** 5:00 PM

BEVERAGES

Bottled Water, 20 oz - each

- Please provide 4 regular soft drinks and 4 diet soft drinks

Assorted Bottled Soft Drinks (Regular and Diet) - each

- Please provide 4 regular soft drinks and 4 diet soft drinks

Coffee (10 servings) - per gallon

Qty.	Price	Ext.
8	\$2.19	\$17.52
8	\$2.19	\$17.52
1	\$19.99	\$19.99

FOOD

Trail Mix - per person

Qty.	Price	Ext.
6	\$2.59	\$15.54

Order Summary

Beverages
\$55.03

Food
\$15.54

Order Totals

Sub Total \$70.57
Order Total \$70.57
Balance Due **\$70.57**

Special Instructions

Please note that the meeting will last until 6:00pm on October 25th. Cleanup can take place on the following morning.

Order #6127

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

Hi Debra,

When you have a moment, can you please review the attached 10 Sodexo orders and reply with your approval to pay? The payment/approval email was sent to Marianne Hunnicutt for each order, however, her signing authority for the Dean of Health Sciences department was removed, and yours established, on 10/18/18. All of the orders relate to the DEHYG and MASST accreditation visits.

Order 6122 – DEHYG Accreditation Visit (Day 1) \$75.43
Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: **MASST accreditation visit day 2**

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

ORDER #6128

Friday, 10/26/2018

Ordered On: 9/17/2018

Last Modified: 9/17/2018 10:30:59 AM



Customer Information

First Name: Pam

Last Name: Dinucci

Department: Health and Sciences

Email: dinuccip@cod.edu

Phone: 630-942-2902

Payment Information

Payment Type: Department Account

Approval Email: hunnicut@cod.edu

Department
Account 01-20-00429-5501001
Number:

Policy
Acceptance: I Accept | pjd

Delivery / Pickup Information

Method: On Campus Delivery

Event Contact: Pam Dinucci

Contact Phone: 2902

How Many
Tables Ordered
for Food
Service?: 0

Double Sided Tables?: Yes

How Many Stations?: 2

Building: HSC

Room#: 1219

Event Information

Guest Count: 6

Pick-up/
Delivery Date: Friday, 10/26/2018Food Delivery
Time: 7:30 AMEvent Start
Time: 8:00 AMFood Clean-up
Time: 11:45 AM

BEVERAGES

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

FOOD

	Qty.	Price	Ext.
Whole Fruit - each	8	\$1.19	\$9.52
Mini Muffins - per dozen	1	\$5.99	\$5.99

Order Summary		Order Totals	
Beverages	Food	Sub Total	\$35.50
\$19.99	\$15.51	Order Total	\$35.50
		Balance Due	\$35.50

Special Instructions

Order #6128

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

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Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
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Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: **Spirit Week - Club-A-Poolza**

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

ORDER #6158
Thursday, 10/25/2018
Ordered On: 9/27/2018
Last Modified: 10/26/2018 10:57:48 AM
 Confirmed

Customer Information

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

Delivery / Pickup Information

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

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: 1000
Pick-up/ Delivery Date: Thursday, 10/25/2018
Food Delivery Time: 10:45 AM
Event Start Time: 11:00 AM
Food Clean-up Time: 1:30 PM

BEVERAGES

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

Qty.	Price	Ext.
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.

- bosco sticks with the marinara and ranch (2 a serving but a total of 1,000 servings)

Custom Item

Mozzarella Sticks - 24 dozen

Qty.	Price	Ext.
1600	\$1.49	\$2,384.00
24	\$14.59	\$350.16

Order Summary

Beverages	Other
\$14.95	\$2,734.16

Order Totals

Sub Total	\$2,749.11
Order Total	\$2,749.11
Balance Due	\$2,749.11

Special Instructions

Bosco Sticks to be delivered in batches: Preferably, 11am, 11:30AM, & 12:15pm

Order #6158

Event Name: **MASST Accreditation team guest luncheon**

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

ORDER #6198
Friday, 10/26/2018
Ordered On: 10/8/2018
Last Modified: 10/26/2018 11:58:39 AM
Confirmed

Customer Information

First Name: Pam
Last Name: Dinucci
Department: Health and Sciences
Email: dinuccip@cod.edu
Phone: 630-942-2902

Payment Information

Payment Type : Department Account
Approval Email: hunnicut@cod.edu
Department Account Number: 01-20-00429-5501001
Policy Acceptance: I Accept | pjd

Delivery / Pickup Information

Method: On Campus Delivery
Event Contact: Pam Dinucci
Contact Phone: 2902
How Many Tables Ordered for Food: 0
Service?:
Double Sided Tables?: Yes
How Many Stations?: 2
Building: HSC
Room#: 1219

Event Information

Guest Count: 10
Pick-up/ Delivery Date: Friday, 10/26/2018
Food Delivery Time: 11:30 AM
Event Start Time: 12:00 PM
Food Clean-up Time: 1:30 PM

FOOD

Deli Buffet

- Your choice of two Salads
- Homemade Chips
- Assorted Gourmet Rolls
- Sliced Turkey, Ham, Roast Beef and Salami
- Sliced Swiss, Provolone and American Cheeses
- Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise and Mustard
- Choice of Dessert
- Raspberry Iced Tea or Lemonade

- Seasonal Fresh Fruit Salad
- Market House Salad with House Dressing
- Raspberry Iced Tea
- Cookies - (Specialty Buffet Dessert)
- Please note this order is for 10 people

Order Summary

Food
\$109.90

Order Totals

Sub Total \$109.90
Order Total \$109.90
Balance Due \$109.90

Special Instructions

Please note that the guest count is for 10 people

Order #6198

Marek, Robert

From: Gurney, Debra
Sent: Wednesday, November 28, 2018 10:49 AM
To: Marek, Robert
Subject: Re: Approval Needed for Sodexo Orders

Hi Bobby,

I approve all 10 attached Sodexo orders from the Dental Hygiene accreditation site visit.

Thank you,

Debra

Sent from my iPhone

On Nov 28, 2018, at 10:43 AM, Marek, Robert <marekr@cod.edu> wrote:

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Order 6195 – DEHYG Accreditation Guest Luncheon \$225.93
Order 6123 – DEHYG Accreditation Visit Afternoon (Day 1) \$70.57
Order 6124 – DEHYG Accreditation Visit (Day 2) \$35.50
Order 6196 – DEHYG Accreditation Team Lunch (Day 2) \$54.95
Order 6126 – MASST Accreditation Visit (Day 1) \$75.43
Order 6197 – MASST Accreditation Team Lunch (Day 1) \$63.90
Order 6127 – MASST Accreditation Visit Afternoon (Day 1) \$70.57
Order 6128 – MASST Accreditation Visit (Day 2) \$35.50
Order 6198 – MASST Accreditation Team Guest Luncheon \$109.90

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

<Sodexo Orders.pdf>

Event Name: **October 2018 In-Service Table Cloths**

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

ORDER #6186

Monday, 10/15/2018

Ordered On: 10/3/2018

Last Modified: 10/12/2018 3:53:08 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** 0**Service?:****Double Sided** No**Tables?:****How Many** 1**Stations?:****Building:** SRC**Room#:** 2000

Payment Information

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

Event Information

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

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.

- 36 rounds table cloths, 4 rectangle table cloths.

Qty.	Price	Ext.
40	\$5.00	\$200.00

Order Summary

Supplies

\$200.00

Order Totals

Sub Total \$200.00**Order Total** \$200.00**Balance Due** \$200.00

Special Instructions

Hi Lynn, These tablecloths are for the upcoming October 16th In-Service. We are having them delivered to our office the day before on October 15th and will be holding them for the In-Service day.

Order #6186

From: marekr@cod.edu
Sent: Wed Nov 28 11:28:29 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