

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084158

Vendor Name: Dreamhost.com

Invoice Number: 2111009-2020-03-23

Invoice Date: 04/07/20

PO Number:

Check Number: 0266608

Check Amount: \$ 119.40

Check Date: 04/14/2020

Department ID: 00421

Reviewer Name:

Voucher Number: V0616863

Redaction Type: None

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

Document Below

-----  
From: walkerm@cod.edu  
Sent: Tue Apr 07 12:39:09 CDT 2020  
To: invoicing@cod.edu  
CC: martinss14@cod.edu  
Subject: Invoice Dreamhost for WOTE  
-----

Hello,

A check requests under \$500 was submitted.

Okay to pay, per Sandra Martins copied here.

Thank you,  
Cathie Walker  
Liberal Arts

-----  
From: martinss14@cod.edu  
Sent: Tue Apr 07 12:45:54 CDT 2020  
To: walkerm@cod.edu,invoicing@cod.edu  
CC:  
Subject: Re: Voucher Confirmation: V0616863  
-----

Yes, indeed. OK to pay.  
Thank you!  
Sandy

---

**From:** Walker, Cathie  
**Sent:** Tuesday, April 7, 2020 12:43 PM  
**To:** Invoicing  
**Cc:** Martins, Sandra  
**Subject:** FW: Voucher Confirmation: V0616863

Hi, I'm not sure if you received this.

Thanks, Cathie

-----Original Message-----

From: acctpay@cod.edu <acctpay@cod.edu>  
Sent: Tuesday, April 7, 2020 12:32 PM  
To: Walker, Cathie <walkerm@cod.edu>  
Subject: Voucher Confirmation: V0616863

Voucher Number V0616863  
Voucher Status In Progress (Unfinished)

Requestor Name Ms Mary C. Walker

Voucher Date 04/07/20  
Due Date 04/30/20  
Vendor ID and/or Name 1084158 Dreamhost.com  
AP Type IM Invoices <\$15,000  
Voucher Total \$119.40

ITEM 1

Item Description Web Hosting for WOTE  
Quantity 1.000  
Price \$119.4000  
Extended Price \$119.40  
GL Distribution 01-20-00421-5401002  
Tax Codes ZZ Zero sales tax for WebAdvisor

COMMENTS

APPROVAL Sandra Martins

DATE 4.7.20

NEXT APPROVALS

**Name on Account:** jennifer butler  
**Account Name:** Writing On the Edge Account - COD  
**Address:** 425 Fawell Blvd  
Glen Ellyn, Illinois 60137 US  
**Invoice #:** 2111009-2020-03-23-1  
**Period:** Feb 24, 2020 - Mar 23, 2020

|                         |                    |                     |                              |                    |               |
|-------------------------|--------------------|---------------------|------------------------------|--------------------|---------------|
| <b>Previous Balance</b> | <b>New Charges</b> | <b>New Payments</b> | <b>Last Payment Received</b> | <b>Balance Due</b> | <b>Due On</b> |
| \$0.00                  | \$119.40           | \$0.00              | None This Period             | \$119.40           | 2020-03-23    |

### Charges Levied During This Period

| Date Charged          | Service  | Charge   |
|-----------------------|--|----------|
| 2020-03-16            | "writingontheedge.org 1 year renewal" (For service through 2021-03-22) | \$0.00   |
| 2020-03-23            | "Happy Hosting" (For service through 2021-03-22)                       | \$119.40 |
| <b>Total Charged:</b> |  | \$119.40 |

### No Payments Were Made During This Period

**Total Payments:** \$0.00

Okay to Pay - Sandra Martins  
4.7.20

**AP VERIFIED**  
**04/07/20 - MARIA ZERRUDO**

-----  
From: walkerm@cod.edu  
Sent: Tue Apr 07 12:43:18 CDT 2020  
To: invoicing@cod.edu  
CC: martinss14@cod.edu  
Subject: FW: Voucher Confirmation: V0616863  
-----

Hi, I'm not sure if you received this. Thanks, Cathie -----Original Message----- From: acctpay@cod.edu Sent: Tuesday, April 7, 2020 12:32 PM To: Walker, Cathie Subject: Voucher Confirmation: V0616863 Voucher Number V0616863 Voucher Status In Progress (Unfinished) Requestor Name Ms Mary C. Walker Voucher Date 04/07/20 Due Date 04/30/20 Vendor ID and/or Name 1084158 Dreamhost.com AP Type IM Invoices