

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512676

Vendor Name: Sue Franzen

Invoice Number: 90E3502004

Invoice Date: 03/17/20

PO Number: P0368899

Check Number: 0266625

Check Amount: \$ 745.09

Check Date: 04/14/2020

Department ID: 00429

Reviewer Name:

Voucher Number: V0608825

Redaction Type: None

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

Document Below

From: sue.franzen@proforma.com
Sent: Tue Mar 17 11:23:32 CDT 2020
To: invoicing@cod.edu
CC: essexm@cod.edu
Subject: Invoice for your PO #368899

Attached please find the invoice for your PO#368899.
Items were ordered for Meesha and have been delivered.

Continue to stay safe.

Proforma Premiums

Sue Franzen • Owner

520 Kingsway Drive • Aurora, IL 60506

630.844.3147 • sue.franzen@proforma.com



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ONE SOURCE. INFINITE RESOURCES:

Proforma Premiums

Telephone...: (630) 844-3147

Email.....: sue.franzen@proforma.com

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Business address

College of DuPage

Attn: Meesha Essex

425 Fawell Blvd.

Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3502004

Document date: 3/17/2020

Page: 1 of 1

Sales order: S0E35002136

Customer PO#.....: 368899

Your ref.: Lip Balm, Sanitizer, Pen

Entered by: SUF

Payment Terms: Net 30

Invoice account....: C0E3500193

Customer account: C0E3500193

Salesperson.....: Sue Franzen

Delivery address

College of Dupage

Shipping & Rec #368899

425 Fawell Blvd.

Glen Ellyn, IL 60137

3 WAY MATCH

Item	Description	Quantity	Unit	Unit price	Amount
CB300	TEK-OS Round Lip Balm Green White imprint	150	EA	1.1500	172.5000
Setup	set-up charge	1	EA	40.0000	40.0000
Hand Sanitizer	Tee Hand Sanitizer Blue Scrub Digital imprint	150	EA	1.9500	292.5000
Setup	Setup Charges	1	EA	55.0000	55.0000
Stylus Pen	Lavon Stylus Pens Lime green pens Silver imprint	250	EA	0.7400	185.0000
Freight non-taxable	Freight non-taxable	1	EA	63.3400	63.3400

<u>Subtotal</u>	<u>Freight subtotal</u>	<u>Tax Amount</u>	<u>Invoice Amount</u>
745.00	63.34	0.00	\$808.34 USD

**Original Invoice
REMITTANCE ADVICE**

Please detach this portion and return with your payment

PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3502004	3/17/2020	\$808.34	USD

Invoice-to

College of Dupage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Remit-to

Proforma

P.O. Box 640814

Cincinnati, OH 45264-0814

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1512676
Vendor Name: Sue Franzen
Invoice Number: 90E3501985BALANCE
Invoice Date: 02/12/20
PO Number:
Check Number: 0266625
Check Amount: \$ 745.09
Check Date: 04/14/2020
Department ID: 00394
Reviewer Name: Nancy Nieto
Voucher Number: V0614607
Redaction Type: None
Document Type: AP Invoice

Document Below

From: sue.franzen@proforma.com
Sent: Tue Mar 24 11:53:00 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice for your PO#368478 - Short paid by \$31.75

Hi,

Thank you for the payment for your PO#368478.
The invoice was for \$4,765.35.
Received payment in the amount of \$4,733.60.

APPROVED
04/13/20 - SARALIZ JIMENEZ

This leaves a short payment of \$31.75.

When convenient, can you process this short payment?
Thanks so much.

Stay safe & healthy (eat cupcakes ☺)

Sue Franzen • 630.844.3147

From: Franzen, Sue
Sent: Wednesday, February 12, 2020 4:11 PM
To: Invoicing <invoicing@cod.edu>
Cc: Jimenez, Saraliz (jimene@cod.edu) <jimene@cod.edu>
Subject: Invoice for your PO#368478

Attached please find the invoice for your PO#368478.
T-shirts were ordered for Saraliz and have been delivered.
Thank you.

Proforma Premiums

Sue Franzen • Owner

520 Kingsway Drive • Aurora, IL 60506
630.844.3147 • sue.franzen@proforma.com



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Proforma Premiums

Telephone : (630) 844-3147
Email : sue.franzen@proforma.com

Remit-to

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814

Business address

College of DuPage
Attn: Saraliz Jimenez
425 Fawell Blvd.
Glen Ellyn, IL 60137

Invoice

Invoice #: 90E3501985
Document date : 2/12/2020
Page : 1 of 1
Sales order : S0E35002122
Customer PO#: 368478
Your ref.: Orange T-Shirts - Saraliz
Entered by : SUF
Payment Terms : Net 30
Invoice account : C0E3500193
Customer account C0E3500193
Salesperson : Sue Franzen

Delivery address

College of Dupage
Shipping & Rec #368478
425 Fawell Blvd.
Glen Ellyn, IL 60137

Item	Description	Quantity	Unit	Unit price	Amount
Orange T-Shirts	Orange T-shirts Black imprint front center Full color back 200 small 329 medium 199 large 6 xlarge	734	EA	6.3500	4,660.9000
DT6000	orange t-shirts	735	EA	0.0000	0.0000
Freight non-taxable	Freight	1	EA	104.4500	104.4500

<u>Subtotal</u>	<u>Freight subtotal</u>	<u>Tax Amount</u>	<u>Invoice Amount</u>	
4,660.90	104.45	0.00	\$4,765.35	USD

Original Invoice
REMITTANCE ADVICE

Please detach this portion and return with your payment

PAY THIS AMOUNT

Invoice account	Invoice number	Invoice date	Balance Due	
C0E3500193	90E3501985	2/12/2020	\$4,765.35	USD

Invoice-to

College of Dupage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Remit-to

Proforma
P.O. Box 640814
Cincinnati, OH 45264-0814