

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1270075  
Vendor Name: Business Resource Services, In  
Invoice Number: 04612B  
Invoice Date: 03/19/20  
PO Number: P0369363  
Check Number: E0079824  
Check Amount: \$ 570.00  
Check Date: 04/14/2020  
Department ID: 63001  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0608810  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: pamela@brs-seattle.com  
Sent: Thu Mar 19 08:53:04 CDT 2020  
To: townej@cod.edu, invoicing@cod.edu  
CC: bedford@cod.edu  
Subject: RE: College of DuPage PO 369363  
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Thank you Jordan!

Attached is the invoice for PO 369363. Let me know if you need anything else.

Thank you,  
Pamela

**Pamela Leadbetter** | Office Manager  
Profit Mastery  
206.284.5102 Phone | pamela@brs-seattle.com

**From:** Towne, Jordan [mailto:townej@cod.edu]  
**Sent:** Wednesday, March 18, 2020 1:28 PM  
**To:** Pamela Leadbetter <pamela@brs-seattle.com >  
**Cc:** Bedford, Yvonne <bedford@cod.edu >  
**Subject:** College of DuPage PO 369363

Dear Vendor,

Please find attached a College of DuPage (COD) Purchase Order for your processing purposes. To avoid any confusion, the College requests that all packages include the PO # on all shipments.

Please confirm receipt of PO (**Reply ALL**) and process accordingly.

*Shipping questions? Contact the COD Warehouse at: 630-942-2550*

*Invoices questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228*

Jordan Towne  
Purchasing Expeditor

425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

- *Click Here for current bids/Rfps!*
- *COD: Check out our Team Site!*



Business Resource Services Inc  
PO Box 219  
Hobart, WA 98025-0219  
Phone 206-284-5102 Fax 206-282-4092  
www.profitmastery.net

## Invoice

Date	Invoice #
3/19/2020	04612b

Bill To

College of DuPage/ IL SBDC  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Attn: Ms. Debbie Hasse

**APPROVED**  
**04/08/20 - DANIEL DEASY**

Description	Amount
Profit Mastery Participant's Guides - for David Gay (6 Guides at \$95.00 each)	570.00
Purchase Order #369363	
<b>INVOICE REVIEWED</b> <b>OKAY TO PAY</b> <b>YVONNE BEDFORD 04/07/20</b>	
ALL INVOICES PAYABLE UPON RECEIPT. PLEASE NOTE: All fees are payable in U.S. Dollars.	<b>Total</b> \$570.00