

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1574022
Vendor Name: Jennifer H Wheeler
Invoice Number: 20_200330
Invoice Date: 03/30/20
PO Number: B0367207
Check Number: E0079906
Check Amount: \$ 195.22
Check Date: 04/22/2020
Department ID: 14625
Reviewer Name: Yvonne Bedford
Voucher Number: V0615785
Redaction Type: None
Document Type: AP Invoice

Document Below

INVOICE



Invoice Date		PO:	Invoice No.
March 30, 2020			20_200330
Customer Name		Responsible Person:	
College of DuPage		Stephanie Penev, Program Dev. Mgr.	
Glen Ellyn IL			

APPROVED
04/20/20 - DANIEL DEASY

Description of Services

Set up Youth Academy and College Now ads to run in spring.

Services rendered include

- Facebook Advertising Set up (and pause) @ \$50/hour
 - March 2020 Total: 2.0 hours
- Total Hours 2.0 hours * \$50 = \$100

Amount Due: \$100.00

Pay upon receipt to:

GWIZ Marketing DBA Wheeler Sales & Marketing Inc.
765 Hillside Avenue
Glen Ellyn, Illinois
60137

Email: Ginger1w@aol.com
Phone: 630-835-6959

INVOICE REVIEWED
OKAY TO PAY
YVONNE BEDFORD 04/14/20

GWIZ Marketing Communications
Copyright | Graphic Design | Social Media | Web Design | Video Production

From: bedford@cod.edu
Sent: Tue Mar 31 10:29:10 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice Blanket Order 367207

Please pay attached invoice against Blanket Order 367207.
Thank you,
Yvonne Bedford
Continuing Education

From: Abrassart, Stephanie
Sent: Tuesday, March 31, 2020 9:39 AM
To: Bedford, Yvonne
Subject: Fw: Invoice ... Re: Youth Open House Ad

Hi Yvonne,
Attached is the latest invoice from Ginger. Can you please process?
Thanks!

Stephanie Abrassart, MBA
Program Development Manager
College of DuPage
(630) 942-2067 | penevs@cod.edu | cod.edu/conted
425 Fawell Blvd. | SRC 1111A | Glen Ellyn, IL 60137

From: Ginger Wheeler <ginger1w@aol.com>
Sent: Monday, March 30, 2020 4:45 PM
To: Abrassart, Stephanie
Subject: Invoice ... Re: Youth Open House Ad

Stephanie:
Hello and I hope this finds you doing well.

Attached please find an invoice for work on latest ads (and pausing them).
I also paused the Kiln-fired glass ad.
I am sure you are overwhelmed with duties at this time.
If there is anything at all I can help you with, please let me know!
No more ads are sked to run at this time.
Looking forward to hear how things are going for you guys.

Sincerely,
Ginger Wheeler
Voice/Text: 630-835-6959

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

From: Ginger Wheeler <ginger1w@aol.com>
To: Abrassart, Stephanie <penevs@cod.edu>
Sent: Fri, Mar 13, 2020 1:34 pm
Subject: Re: Youth Open House Ad

Will do. Thanks Stephanie.

Sincerely,
Ginger Wheeler
630.835.6959

On Mar 13, 2020, at 9:54 AM, Abrassart, Stephanie <penevs@cod.edu> wrote:

□

Hi Ginger,

Yes, please pull both College Now ads as well! I am sorry about this! Please still send us an invoice for the time spent to set up and take down.

Thanks!

Stephanie Abrassart, MBA
Program Development Manager
College of DuPage
(630) 942-2067 | penevs@cod.edu | cod.edu/conted
425 Fawell Blvd. | SRC 1111A | Glen Ellyn, IL 60137

<image001.jpg>

From: Ginger Wheeler <ginger1w@aol.com>
Sent: Thursday, March 12, 2020 9:02 PM
To: Abrassart, Stephanie <penevs@cod.edu>
Subject: Re: Youth Open House Ad

Ad is halted. Let me know about the one (now two) sked for next week.

Sincerely,

Ginger Wheeler
630.835.6959

On Mar 12, 2020, at 3:03 PM, Abrassart, Stephanie <penevs@cod.edu> wrote:

□

Hi Ginger,

Hope you are well. Would you be able to stop the Youth Open House ad from continuing to run on Facebook? The College is still in the process of making its decisions on events during this time with the virus. In the case they cancel the Open House, I would like to cut off promotion now to avoid any confusion.

Thanks!
Stephanie

Stephanie Abrassart, MBA
Program Development Manager
College of DuPage

(630) 942-2067 | penevs@cod.edu | cod.edu/conted
425 Fawell Blvd. | SRC 1111A | Glen Ellyn, IL 60137

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Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1574022
Vendor Name: Jennifer H Wheeler
Invoice Number: 21_200403
Invoice Date: 04/03/20
PO Number: B0367207
Check Number: E0079906
Check Amount: \$ 195.22
Check Date: 04/22/2020
Department ID: 14625
Reviewer Name: Yvonne Bedford
Voucher Number: V0616880
Redaction Type: None
Document Type: AP Invoice

Document Below

INVOICE



Invoice Date		PO:	Invoice No.
April 3, 2020			21_200403
Customer Name		Responsible Person:	
College of DuPage		Stephanie Penev, Program Dev. Mgr.	
Glen Ellyn IL			

APPROVED
04/20/20 - DANIEL DEASY

Description of Services

Set up Youth Academy and College Now ads to run in spring.

Services rendered include

- Facebook Advertising Expense: Youth Academy Open House
• 3/9-3/12, 2020

Total: 95.22

Amount Due: \$95.22

Pay upon receipt to:

GWIZ Marketing DBA Wheeler Sales & Marketing Inc.
765 Hillside Avenue
Glen Ellyn, Illinois
60137

Email: Ginger1w@aol.com
Phone: 630-835-6959

INVOICE REVIEWED
OKAY TO PAY
YVONNE BEDFORD 04/08/20

GWIZ Marketing Communications
Copywriting | Graphic Design | Social Media | Web Design

From: bedford@cod.edu
Sent: Fri Apr 03 15:25:58 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice Attached Gwiz Marketing

Hello,
Please charge against Blanket Order 367207.
Yvonne Bedford
Continuing Education

From: Abrassart, Stephanie
Sent: Friday, April 3, 2020 1:48 PM
To: Bedford, Yvonne
Subject: Fw: Second Invoice ...Re: Invoice ... Re: Youth Open House Ad

Hi Yvonne,
Please see another invoice attached from Ginger.
Thanks!

Stephanie Abrassart, MBA
Program Development Manager
College of DuPage
(630) 942-2067 | penevs@cod.edu | cod.edu/conted
425 Fawell Blvd. | SRC 1111A | Glen Ellyn, IL 60137

From: Ginger Wheeler <ginger1w@aol.com>
Sent: Friday, April 3, 2020 1:43 PM
To: Abrassart, Stephanie
Subject: Second Invoice ...Re: Invoice ... Re: Youth Open House Ad

Here is the invoice for the expense related to the days when the Youth Academy Open House ad was active.
Sorry you had to cancel it!
Perhaps we can remind those people who did click and notice the ad in the future thru Facebook's advertising schemes.

Sincerely,
Ginger Wheeler
Voice/Text: 630-835-6959

-----Original Message-----
From: Abrassart, Stephanie <penevs@cod.edu>
To: Ginger Wheeler <ginger1w@aol.com>
Sent: Wed, Apr 1, 2020 10:38 am
Subject: Re: Invoice ... Re: Youth Open House Ad

Thanks Ginger, send over when you can.

Stephanie Abrassart, MBA

Program Development Manager

College of DuPage

(630) 942-2067 | penevs@cod.edu | cod.edu/conted

425 Fawell Blvd. | SRC 1111A | Glen Ellyn, IL 60137

From: Ginger Wheeler <ginger1w@aol.com>

Sent: Tuesday, March 31, 2020 4:51:29 PM

To: Abrassart, Stephanie

Subject: Re: Invoice ... Re: Youth Open House Ad

Oh shoot! Stephanie I

Forgot that Youth academy ran a bit til I cancelled it so there are some Charges . Will send a second bill.

Sincerely,

Ginger Wheeler

630.835.6959

On Mar 31, 2020, at 10:09 AM, Abrassart, Stephanie <penevs@cod.edu> wrote:

□

Thanks Ginger! I will pass this along to Yvonne. I hope you are hanging in there during this time.

I will have about 3 more ads coming your way soon. I've just been trying to get our Marketing team to make them so they can have the college logo on them. It takes longer to get but I think will look nicer than just a plain stock photo.

Should have those in the next week or so.

Thanks again!

Stephanie

Stephanie Abrassart, MBA

Program Development Manager

College of DuPage

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425 Fawell Blvd. | SRC 1111A | Glen Ellyn, IL 60137

From: Ginger Wheeler <ginger1w@aol.com>

Sent: Monday, March 30, 2020 4:45:33 PM

To: Abrassart, Stephanie

Subject: Invoice ... Re: Youth Open House Ad

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Stephanie Abrassart, MBA

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