

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1372135
Vendor Name: Midwest Promotional Group
Invoice Number: 43420-1
Invoice Date: 03/17/20
PO Number:
Check Number: E0079908
Check Amount: \$ 218.19
Check Date: 04/22/2020
Department ID: 00829
Reviewer Name: Irene Pallasch
Voucher Number: V0616857
Redaction Type: None
Document Type: AP Invoice

Document Below



AP VERIFIED

04/15/20 - BETHANY CRUSE

Number
Date
Client ID

Rep

INVOICE

43420-1

03/17/2020

1030261


Mike Hoepner

INVOICE TO

College of DuPage - 90.9fm WDCB
Ken Scott
425 Fawell Blvd
90.9fm WDCB
Glen Ellyn IL 60137

SHIP TO

College of DuPage - 90.9fm WDCB
Ken Scott
425 Fawell Blvd
90.9fm WDCB
Glen Ellyn IL 60137

Ship Via	FOB	Customer Order No.	Terms	Tax Number	
Ground	Factory	Scott	Net 30 Days	E9997339106	
Qty Shipped	Description		Unit Price	Extension	
500	Business Card Magnet				
	Color : Custom Imprint		\$0.32	\$160.00	
	Decorating Method : 4 Color				
1	Run Charge : Electronic Proof		\$0.00	\$0.00	
1	Setup Charge :		\$45.00	\$45.00	
<div>OK TO PAY</div> <div>APR 03 2020</div> <div>PO# DANIEL BINDERT</div> <div></div> <div>GL # 5407001</div>					
Terms & Conditions			Artwork		\$0.00
1.5% service charge per month (18% per annum) on overdue accounts. All claims for shortages or damaged goods must be made in writing within seven days of receipt of goods or invoice. There is a 3% convenience fee for all invoices paid by credit card. Thank you for your business!			Freight		\$13.19
			Sub-Total		\$218.19
			Tax		\$0.00
			TOTAL		\$218.19
			Deposit		\$0.00
			Balance Due		\$218.19

Midwest Promotional Group, 211 South Frontage Road, Burr Ridge, IL, United States 60527

Tel : (708) 563-0600 Fax : (708) 563-0603 Toll Free : (800) 305-3388

Website : shop.midwestgrp.com Email : sales@midwestgrp.com

From: bindertd@cod.edu
Sent: Fri Apr 03 14:22:07 CDT 2020
To: townej@cod.edu,erll630@cod.edu
CC: invoicing@cod.edu
Subject: RE: Midwest Promotional Group Invoice # 43420-1

Here is the approved & signed invoice from Midwest Promotional with a GL# also included.

Dan Bindert
Station Manager
WDCB

From: Towne, Jordan <townej@cod.edu>
Sent: Friday, April 3, 2020 9:06 AM
To: Erl, Lisa <erll630@cod.edu>; Bindert, Daniel <bindertd@cod.edu>
Subject: Re: Midwest Promotional Group Invoice # 43420-1

Hi Lisa and Dan,

Accounts Payable should be able to assist with the full process. But I believe If you have the appropriate approvals and the GL written on the invoice and submit it to invoicing@cod.edu , AP will process payment under \$500.

I hope this helps. Let me know if there anything I can do to help further.

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!](#)

From: Erl, Lisa
Sent: Friday, April 3, 2020 8:28:51 AM
To: Bindert, Daniel
Cc: Towne, Jordan
Subject: Re: Midwest Promotional Group Invoice # 43420-1

Good Morning, Dan -

I, unfortunately, do not have access to Image Now. I typically enter invoices via Mercury Commerce. I am wondering if Jordan Towne, copied on this email, would be able to help out.

Jordan - is this something you will be able to help Dan with? If not, might you be able to advise as to who would be able to?

Thanks,

Lisa

Lisa G. Erl
Administrative Assistant, Business Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2232
erll630@cod.edu

From: Bindert, Daniel
Sent: Thursday, April 2, 2020 6:13 PM
To: Erl, Lisa
Subject: Fw: Midwest Promotional Group Invoice # 43420-1

Hi Lisa,

I'm not sure how to enter an invoice into Image Now - but I'd like to get this attached invoice entered so that I can approve it and start the process to get it paid. We're still without Irene Pallasch (home with no internet connection) so I'm just conferring with her by phone and kinda stumbling through hoping to get this paid. If you can enter it for me, that would be helpful, but also how do I do it for similar invoices that we receive in the next few weeks?

Dan Bindert
WDCB