

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1552305

Vendor Name: CRLM, LLC

Invoice Number: 50996426

Invoice Date: 11/10/19

PO Number: P0367211

Check Number: 0267827

Check Amount: \$ 2,789.31

Check Date: 05/12/2020

Department ID: 12061

Reviewer Name:

Voucher Number: V0620920

Redaction Type: None

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

Document Below

From: smithb244@cod.edu
Sent: Wed Apr 22 10:37:14 CDT 2020
To: invoicing@cod.edu
CC: fosterm5@cod.edu
Subject: Fw: KY112 Comfort Inn

Please pay this invoice on PO 367211. Thank you.
Bev Smith
Administrative Assistant
Athletic Department.

From: GM.KY112@choicehotels.com <GM.KY112@choicehotels.com>
Sent: Wednesday, April 22, 2020 9:54 AM
To: Smith, Beverly
Subject: KY112 Comfort Inn

Please open the attachment to view your invoice(s).

From: zerrudom@cod.edu
Sent: Mon Apr 27 08:24:38 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Negative GL line again and need to pay PO

From: Hayley, Robert
Sent: Monday, April 27, 2020 6:50 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Negative GL line again and need to pay PO

Marivic,

Below is the email I sent to Jill regarding my approval for the override.

Thanks!
Bob

From: Hayley, Robert
Sent: Thursday, April 23, 2020 8:26 PM
To: Mosher, Jill <mosher@COD.EDU>
Cc: Refakes, Eugene <refakese@cod.edu>; Cline, Danielle <clined@cod.edu>
Subject: FW: Negative GL line again and need to pay PO

Hi Jill,

I approve a funds availability override for the attached invoice. Can you route to the appropriate AP lead?

Secondly, can you let me know how the alphabet is distributed again across the AP team leads? I would much prefer to send these to the AP lead's directly (saving you some time), copying you on the email, but I don't know who to send it to!

Thanks!

-Bob

From: Cline, Danielle <clined@cod.edu>
Sent: Thursday, April 23, 2020 10:14 AM
To: Hayley, Robert <hayleyr@cod.edu>
Subject: Negative GL line again and need to pay PO

Hello Bob again this morning. Please see the attached invoice that says there are insufficient funds to pay the invoice. This was given a PO back in October/ November. You can see in the GL line that Concur expenses hit and ran it negative. All purchases were done with PO's when money was available. Could you please override this with AP so we can pay this bill and not have to transfer money? I am not sure who in AP handles this vendor. Please let me know. Thanks.

Thank you,

Danielle Cline

Danielle Cline

Danielle Cline

College of DuPage

Assistant Athletic Director, Internal Operations

630-942-2308



Comfort Inn & Suites

2650 KY 801 North
Morehead, KY 40351
Telephone: (606) 780-7378
Fax: (606) 780-4422
GM.KY112@choicehotels.com

Amount Due:	Due Date:
2,789.31	Upon Receipt

Company Profile Number: 2309339
Invoice Number: 50996426
Invoice Date: 11/10/19

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COLLEGE OF DUPAGE

425 Fawell Boulevard
Glen Ellyn, KY 60137

Invoice

Please call (606) 780-7378 if you should have any questions regarding this statement.

College of DuPage			College of DuPage
Post Date	Description	Comment	Amount
11/10/19	Direct Billing Receivable	3992190309	2,789.31
Invoice Total:			2,789.31

APPROVED
04/24/20 - DANIELLE CLINE

INVOICE REVIEWED
OKAY TO PAY
BEVERLY SMITH 04/22/20

COLLEGE OF DUPAGE

425 Fawell Boulevard
Glen Ellyn, KY 60137

Account Number:	Invoice Number:	Amount Due:	Due Date:
2309339	50996426	2,789.31	Upon Receipt

Please return this stub with your payment.



Comfort Inn & Suites

2650 KY 801 North
Morehead, KY 40351
GM.KY112@choicehotels.com