

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084121
Vendor Name: DAOES
Invoice Number: 20-165
Invoice Date: 03/11/20
PO Number: B0365545
Check Number: E0080015
Check Amount: \$ 7,047.66
Check Date: 05/06/2020
Department ID: 24006
Reviewer Name: Nancy Keller
Voucher Number: V0607785
Redaction Type: None
Document Type: AP Invoice

Document Below

From: mitacek@cod.edu
Sent: Wed Mar 11 15:52:23 CDT 2020
To: invoicing@cod.edu
CC: keller@cod.edu,donnac@tcdupage.org
Subject: FW: COD Facility Rental Spring 2020

Hi,

Attached is the invoice and bill for credit classes held in the TCD area of our building. Please process for payment using BO#365545.

Thanks,

Maureen Mitacek
Administrative Assistant V
College of DuPage Addison Center
630-942-4648

From: Contraveos, Donna <donnac@tcdupage.org>
Sent: Wednesday, March 11, 2020 2:53 PM
To: Mitacek, Maureen <mitacek@cod.edu>
Cc: Keller, Nancy <keller@cod.edu>
Subject: COD Facility Rental Spring 2020

Thanks

Donna M. Contraveos
Business Office Administrative Assistant
DAOES/Technology Center of DuPage
301 S. Swift Rd
Addison, IL 60101
P: (630) 691-7594
F: (630) 691-7592
donnac@tcdupage.org
www.tcdupage.org
all invoices please send to TCDInvoices@tcdupage.org

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

SPRING 2020 BILLING FOR COD CREDIT CLASSES IN TCD

| COURSE NAME | ROOM | DAYS | MEET TIME | SESSIONS | # OF STUDENTS | \$1.96 per STUDENT | TOTAL |
|------------------|---------|------|-------------|--------------|-----------------------|--------------------|-----------------|
| 1 NURSA-1105-202 | MED LAB | W/R | 1/21-3/12 | 15 | 9 | \$1.96 | \$264.60 |
| 2 NURSA-1105-202 | MED LAB | W | 1/21 & 1/28 | 2 | 9 | \$1.96 | \$35.28 |
| | | | | TOTAL | CREDIT CLASSES | \$ | \$299.88 |

1. 1/29/20, class met at alternate location for CPR class

2. Class met here instead of off site clinic.

APPROVED
04/29/20 - CYNTHIA SIMS

B.O.# 365545

DAOES/Technology Center of DuPage

INVOICE

301 S. Swift Road
Addison, IL 60101

Main: (630) 620-8770
Fax: (630) 691-7592

INVOICE NUMBER **20-165**
INVOICE DATE **03/11/2020**

College of DuPage
301 S. Swift Road
Addison, IL 60101
Attn: Nancy Keller

TERMS **NET 30 DAYS**

| ACCOUNT # | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|--|------------|----------|
| 1910 | Facility Rental Spring 2020 for Credit Class | | \$299.88 |
| INVOICE REVIEWED OKAY TO PAY NANCY KELLER 04/16/20 | | | |
| INVOICE REVIEWED OKAY TO PAY ELIZABETH HOLMWOOD 03/13/20 | | | |
| MAKE ALL CHECKS PAYABLE TO: Technology Center of DuPage | | SUBTOTAL | \$299.88 |

Questions concerning this invoice?

Contact: Donna Contraveos
(630) 691-7594
donnac@tcdupage.org

TOTAL **\$299.88**

Please return the copy of this invoice with your payment.

There is a \$25.00 service charge on each returned check.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084121

Vendor Name: DAOES

Invoice Number: 20-166

Invoice Date: 03/11/20

PO Number:

Check Number: E0080015

Check Amount: \$ 7,047.66

Check Date: 05/06/2020

Department ID: 61007

Reviewer Name: Yvonne Bedford

Voucher Number: V0618169

Redaction Type: None

Document Type: AP Invoice

Document Below

From: bedford@cod.edu
Sent: Thu Apr 16 12:47:48 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice and Detail Attached: C.E. Payment under \$500

Hello,

Please see attached REVISED invoice and detail from DAOES in the amount of \$211.68.

Just before we left for lockdown, I submitted the first invoice as a check request. I do not have any detail about that first invoice. But I checked encumbrances and I do not see it processed so perhaps A/P did not receive it or it was not scanned...at any rate please process this invoice attached...let me know if you have any questions/concerns.

Kindly process a voucher under \$500 and charge to account #05-61-61007-5601001.

Thank you,

Yvonne Bedford

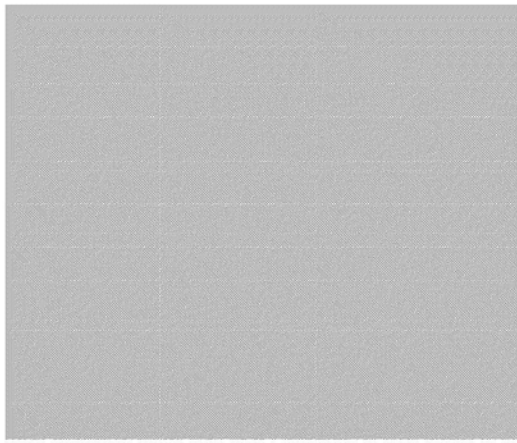
Continuing Education

Invoice SmartMaster

Table of Contents

Click a tab or a button to use a SmartMaster sheet.

| Sheet | Description |
|--------------------|--|
| #REF! | Enter information for goods sold to clients and customers here. |
| Information | Help, tips, and details on file sharing, conventions, and macros used in this SmartMaster. |



DAOES/Technology Center of DuPage

INVOICE

301 S. Swift Road
Addison, IL 60101

Main: (630) 620-8770
Fax: (630) 691-7592

INVOICE NUMBER 20-166

INVOICE DATE 03/11/2020

Revised

TERMS NET 30 DAYS

College of DuPage
301 S. Swift Road
Addison, IL 60101
Attn: Nancy Keller

| ACCOUNT # | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|--|------------|----------|
| 1910 | Facility Rental Spring 2020 Continuing Education Classes | | \$211.68 |
| Revised Invoice 4/16/2020 | | | |
| APPROVED 05/01/20 - DANIEL DEASY | | | |
| INVOICE REVIEWED OKAY TO PAY | | | |
| YVONNE BEDFORD 04/20/20 | | | |
| MAILED CHECK PAYABLE TO Technology Center of DuPage | | | |
| SUBTOTAL \$211.68 | | | |

Questions concerning this invoice?

Contact: Donna Contraveos
(630) 691-7594
donnac@tcdupage.org

TOTAL \$211.68

Please return the copy of this invoice with your payment.

There is a \$25.00 service charge on each returned check.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084121
Vendor Name: DAOES
Invoice Number: 20-167
Invoice Date: 03/11/20
PO Number: B0366109
Check Number: E0080015
Check Amount: \$ 7,047.66
Check Date: 05/06/2020
Department ID: 14025
Reviewer Name: Yvonne Bedford
Voucher Number: V0618170
Redaction Type: None
Document Type: AP Invoice

Document Below

From: bedford@cod.edu
Sent: Thu Apr 16 12:42:38 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Invoice and Detail Attached: Blanket Order 366109

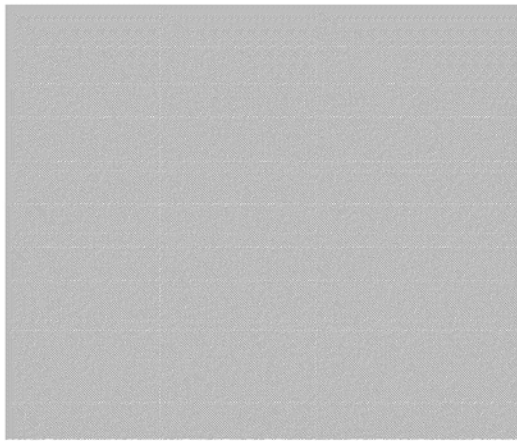
Hello,
Please see attached REVISED invoice from DAOES to apply to blanket order #366109.
The first invoice was never submitted to A/P.
If you should have any questions or concerns, feel free to reach out to me.
Thank you,
Yvonne Bedford
Continuing Education

Invoice SmartMaster

Table of Contents

Click a tab or a button to use a SmartMaster sheet.

| Sheet | Description |
|--------------------|--|
| #REF! | Enter information for goods sold to clients and customers here. |
| Information | Help, tips, and details on file sharing, conventions, and macros used in this SmartMaster. |



DAOES/Technology Center of DuPage

INVOICE

301 S. Swift Road
Addison, IL 60101

Main: (630) 620-8770
Fax: (630) 691-7592

INVOICE NUMBER 20-167
INVOICE DATE 03/11/2020

Revised

TERMS NET 30 DAYS

College of DuPage
301 S. Swift Road
Addison, IL 60101
Attn: Nancy Keller

| ACCOUNT # | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|------------|------------|
| 1910 | Facility Rental Spring 2020 ELA Classes | | \$1,297.52 |
| | Revised invoice per e-mail 4/16/2020 | | |
| APPROVED 05/01/20 - DANIEL DEASY | | | |
| INVOICE REVIEWED OKAY TO PAY YVONNE BEDFORD 04/20/20 | | | |
| | MAKE ALL CHECKS PAYABLE TO: Technology Center of DuPage | SUBTOTAL | \$1,297.52 |
| | Questions concerning this invoice? Contact: Donna Contraveos (630) 691-7594 donnac@tcdupage.org | TOTAL | \$1,297.52 |

Please return the copy of this invoice with your payment.

There is a \$25.00 service charge on each returned check.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084121

Vendor Name: DAOES

Invoice Number: 20-169

Invoice Date: 04/01/20

PO Number:

Check Number: E0080015

Check Amount: \$ 7,047.66

Check Date: 05/06/2020

Department ID: 24005

Reviewer Name: Kathy Striplin

Voucher Number: V0621720

Redaction Type: None

Document Type: AP Invoice

Document Below

From: striplin@cod.edu
Sent: Thu Apr 30 11:39:16 CDT 2020
To: invoicing@cod.edu
CC:
Subject: DAOES Security Invoice 20-169 COD SMG Maintenance Agreement April, May, June FY20.xlsx

Please process the attached invoice. Thank you.

Kathy

From: Mitacek, Maureen <mitacek@cod.edu>
Sent: Thursday, April 30, 2020 11:31 AM
To: Zeitz, Keith <zeitzk@cod.edu>; Striplin, Kathy <striplin@cod.edu>
Cc: Keller, Nancy <keller@cod.edu>; Contraveos, Donna <donnac@tcdupage.org>
Subject: Fw: 20-169 COD SMG Maintenance Agreement April, May, June FY20.xlsx

Hi Keith and Kathy,

I hope you both you and your families are well.

Attached is the invoice for the SMG maintenance agreement.

Thanks,
Maureen

Maureen Mitacek
Administrative Assistant V
College of DuPage Addison Center
630-942-4648

From: Contraveos, Donna <donnac@tcdupage.org>
Sent: Thursday, April 30, 2020 10:13 AM
To: Mitacek, Maureen
Cc: Keller, Nancy
Subject: 20-169 COD SMG Maintenance Agreement April, May, June FY20.xlsx

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

DAOES/Technology Center of DuPage

301 S. Swift Road
Addison, IL 60101

Main: (630) 620-8770
Fax: (630) 691-7592

INVOICE

Under \$500 Voucher
GL# 02-70-24005-5304001

INVOICE NUMBER 20-169
INVOICE DATE 04/01/2020

College Of DuPage
301 S. Swift Rd
Addison, IL 60101
Attn:Nancy Keller

TERMS 30 Days

| ACCOUNT # | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|------------|----------|
| 861-323 | SMG Security Service & Maintenance Agreement April, May, June 2020 | | \$150.00 |
| APPROVED 05/01/20 - CHRISTOPHER WOSACHLO | | | |
| INVOICE REVIEWED OKAY TO PAY KATHY STRIPLIN 04/30/20 | | | |
| MAKE ALL CHECKS PAYABLE TO: Technology Center of DuPage | | SUBTOTAL | \$150.00 |
| Questions concerning this invoice? Contact: Donna Contraveos (630) 691-7594 donnac@tcdupage.org | | TOTAL | \$150.00 |

Please return the copy of this invoice with your payment.

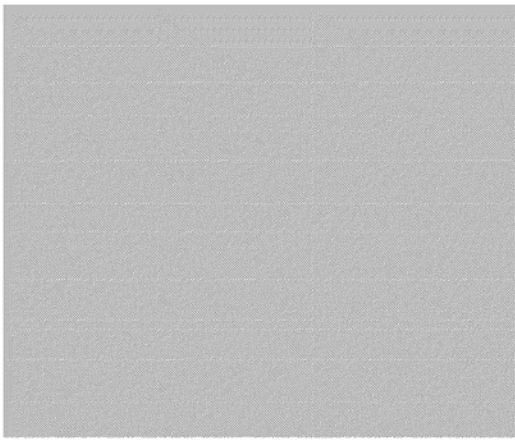
There is a \$25.00 service charge on each returned check.

Invoice SmartMaster

Table of Contents

Click a tab or a button to use a SmartMaster sheet.

| Sheet | Description |
|--------------------|--|
| #REF! | Enter information for goods sold to clients and customers here. |
| Information | Help, tips, and details on file sharing, conventions, and macros used in this SmartMaster. |



Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084121
Vendor Name: DAOES
Invoice Number: 20-172
Invoice Date: 05/01/20
PO Number: B0365263
Check Number: E0080015
Check Amount: \$ 7,047.66
Check Date: 05/06/2020
Department ID: 67001
Reviewer Name: Yvonne Bedford
Voucher Number: V0621746
Redaction Type: None
Document Type: AP Invoice

Document Below

From: donnac@tcdupage.org
Sent: Thu Apr 30 10:06:56 CDT 2020
To: invoicing@cod.edu
CC:
Subject: 20-172 COD Truck Driving May 2020 PO#365263.xlsx

Thanks stay safe and healthy.

Donna M. Contraveos
Business Office Administrative Assistant
DAOES/Technology Center of DuPage
301 S. Swift Rd
Addison, IL 60101
P: (630) 691-7594
F: (630) 691-7592
donnac@tcdupage.org
www.tcdupage.org
all invoices please send to TCDInvoices@tcdupage.org

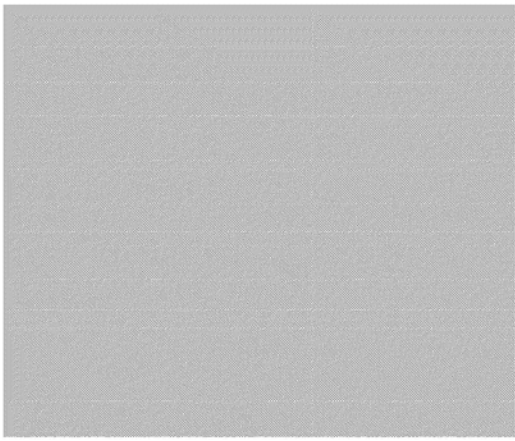
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

Invoice SmartMaster

Table of Contents

Click a tab or a button to use a SmartMaster sheet.

| Sheet | Description |
|--------------------|--|
| #REF! | Enter information for goods sold to clients and customers here. |
| Information | Help, tips, and details on file sharing, conventions, and macros used in this SmartMaster. |



DAOES/Technology Center of DuPage

INVOICE

301 S. Swift Road
Addison, IL 60101

Main: (630) 620-8770
Fax: (630) 691-7592

INVOICE NUMBER 20-172
INVOICE DATE 05/01/2020

College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Attn: Yvonne Bedford

TERMS 30 Days

| ACCOUNT # | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|------------|------------|
| 1910 | COD Truck Driving School Rental May 2020 | | \$5,088.58 |
| | Purchase Order 365263 | | |
| APPROVED 05/05/20 - DANIEL DEASY | | | |
| INVOICE REVIEWED OKAY TO PAY YVONNE BEDFORD 05/05/20 | | | |
| | MAKE ALL CHECKS PAYABLE TO: Technology Center of DuPage | SUBTOTAL | \$5,088.58 |
| Questions concerning this invoice? Contact: Donna Contraveos (630) 691-7594 donnac@tcdupage.org | | TOTAL | \$5,088.58 |

Please return the copy of this invoice with your payment.

There is a \$25.00 service charge on each returned check.