

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1525019

Vendor Name: Chicagoland Promotions, Ltd

Invoice Number: 32951

Invoice Date: 03/20/20

PO Number:

Check Number: E0080118

Check Amount: \$ 484.90

Check Date: 05/20/2020

Department ID: 99372

Reviewer Name:

Voucher Number: V0622702

Redaction Type: None

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

Document Below

From: acctpay@cod.edu
Sent: Mon May 18 09:42:59 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Two Check Requests - Chicagoland Promotions

From: Hernandez, Shannon
Sent: Thursday, May 14, 2020 10:11 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Fw: Two Check Requests - Chicagoland Promotions

I checked on these today and it doesn't look like they have been paid.

Thanks -

Shannon

From: Hernandez, Shannon
Sent: Friday, March 27, 2020 2:55 PM
To: Accounts Payable
Subject: Two Check Requests - Chicagoland Promotions

Thanks!

Shannon

College of DuPage - Accounts Payable
Check Request Form
revised 11/20/19

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Non-Purchase Order Procedure No. 10-65.

Date: 3/25/2020
Vendor ID: 1525019

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
32951	10	99	99372	2900099	Funds Held in Custody of Other	\$ 145.00

Grand Total \$ 145.00

Check the appropriate box below and sign

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner consistent with the invoice appropriate at the time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicates below within the accounting cycle, date or time, when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: ChicagoLand Promotions

Other Instructions:

Payee Address: 22W440 Sycamore, Glen Ellyn, IL 60137

Description on Check:

Banner for Horticulture Club

Approvals:

Prepared By: Shannon Hernandez

Approved By: Chuck Steele Date: 3/25/20

Signature: Shannon Hernandez

Signature: Chuck Steele

Payment Due: 4/17/2020

Approved By: Date:

Board Approved Date:

Signature:

Approved By Division VP: Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu



ChicagoLand Promotions
22 W440 Sycamore, Glen Ellyn, IL 60137
orders@ChicagoLandPromotions.com
Phone: 630.984.6880
Fax: 630.981.0469

Invoice: 32951

Date Ordered: 3/10/20
Date Invoiced: 3/20/20
Date Due: 3/30/20

Ordered By:	Phone	Fax	Email
Brian Clement	3092553414		clement@cod.edu

COLLEGE OF DUPAGE
ACCT (1525019)
425 FAWELL BLVD
GLEN ELLYN, IL 60137

SHIP TO:
COLLEGE OF DUPAGE
ATTN: BRIAN CLEMENT -ROOM 32 OR 1011
425 FAWELL BLVD
GLEN ELLYN, IL 60137

Customer #	Po Number	Terms	Salesperson	Ship Method
2118	BANNER	Net 10		

Design #	Design Title
6025	College of Dupage Horticulture Banner on Stick

Qty	Part #	Item	Unit Price	Extended Price
1	banner	Nylon flag material 1 sided print, white ink	120.00	120.00
1	art	College of Dupage+symbol+Horticulture Dept	25.00	25.00
1				

Sales Tax 2015 Rates = ☐
Exempt Sales = ☐

Subtotal	145.00
Sales Tax	
Ship/Handl	
Total	145.00
Paid	
Balance	145.00

Note:

Thank You For Your Order! Call 630.984.6880 or email orders@chicagolandpromotions.com; claims must be reported within three business days. No Statement will follow, this is your only invoice; please pay direct from this invoice.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1525019

Vendor Name: Chicagoland Promotions, Ltd

Invoice Number: 32947

Invoice Date: 03/20/20

PO Number:

Check Number: E0080118

Check Amount: \$ 484.90

Check Date: 05/20/2020

Department ID: 99372

Reviewer Name:

Voucher Number: V0622703

Redaction Type: None

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

Document Below

From: zerrudom@cod.edu
Sent: Mon May 18 10:03:12 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Attached Document

From: acctpay@cod.edu
Sent: Mon May 18 09:42:59 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Two Check Requests - Chicagoland Promotions

From: Hernandez, Shannon
Sent: Thursday, May 14, 2020 10:11 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Fw: Two Check Requests - Chicagoland Promotions

I checked on these today and it doesn't look like they have been paid.

Thanks -

Shannon

From: Hernandez, Shannon
Sent: Friday, March 27, 2020 2:55 PM
To: Accounts Payable
Subject: Two Check Requests - Chicagoland Promotions

Thanks!

Shannon

College of DuPage - Accounts Payable
Check Request Form
revised 11/20/19

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Non-Purchase Order Procedure No. 10-65

Date: 3/25/2020
Vendor ID: 1525019

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
32947	10	99	99372	2900099	Funds Held in Custody of Other	\$ 339.60

Grand Total \$ 339.60

AP VERIFIED

Check the appropriate box below and sign



We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been delivered in a satisfactory condition/manner. Payment is appropriate at this time.



We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: ChicagoLand Promotions

Other Instructions: _____

Payee Address: 22W440 Sycamore, Glen Ellyn, IL 60137

Description on Check:

Payment for 10 golf shirts for Horticulture Club

Approvals:

Prepared By: Shannon Hernandez

Approved By: Chuck Steele Date: 3/25/20

Signature: Shannon Hernandez

Signature: Chuck Steele

Payment Due: 4/17/2020

Approved By: _____ Date: _____

Board Approved Date: _____

Signature: _____

Approved By Division VP: _____ Date: _____

Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu



ChicagoLand Promotions
22 W440 Sycamore, Glen Ellyn, IL 60137
orders@ChicagoLandPromotions.com
Phone: 630.984.6880
Fax: 630.981.0469

Invoice: 32947

Date Ordered: 3/5/20
Date Invoiced: 3/20/20
Date Due: 3/30/20

Ordered By:	Phone	Fax	Email
Brian Clement	3092553414		clement@cod.edu

COLLEGE OF DUPAGE
ACCT (1525019)
425 FAWELL BLVD
GLEN ELLYN, IL 60137

SHIP TO:
COLLEGE OF DUPAGE
ATTN: BRIAN CLEMENT -ROOM 32 OR 1011
425 FAWELL BLVD
GLEN ELLYN, IL 60137

Customer #	Po Number	Terms	Salesperson	Ship Method
2118	Golf Shirts	Net 10		

Design #	Design Title
5921	COD Left Chest Horticulture/right Sleeve COD

Qty	Part #	Item	Youth xs2/4 s-6/8 m10/12 L14/16 xl18/20						Unit Price	Total Price	
			Adult	S	M	LG	XL	XXL			XXXL
5	st685	iron grey/white Sport Tek golf shirt					3	2		33.99	169.95
	print	Right Sleeve=White college of Dupage									
	print	Left Chest=COD + line + Horticulture									
5	st685	BLACK/white Sport Tek golf shirt					3	2		33.99	169.95
10			Sales Tax 2015 Rates =						Subtotal	339.90	

Sales Tax 2015 Rates = ☐
Exempt Sales = ☐

Subtotal	339.90
Sales Tax	
Ship/Handl	
Total	339.90
Paid	
Balance	339.90

Note:

Thank You For Your Order! Call 630.984.6880 or email orders@chicagolandpromotions.com; claims must be reported within three business days. No Statement will follow, this is your only invoice; please pay direct from this invoice.