

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1411532  
Vendor Name: Jenn Sales Corporation  
Invoice Number: 34530  
Invoice Date: 08/27/20  
PO Number: B0370863  
Check Number: 0272482  
Check Amount: \$ 1,274.92  
Check Date: 09/15/2020  
Department ID: 65007  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0643088  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: bedford@cod.edu  
Sent: Fri Aug 28 14:17:29 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Jenn Sales Invoice 34530 dated 8/27/20  
-----

Hello,

Please process the attached invoice from Jenn Sales (Special T Unlimited) in the amount of \$571.50 and charge to blanket order #370863.

Thank you

Yvonne Bedford

Continuing Education



Est. 1975

**SPECIAL T UNLIMITED**

A Division of Jenn Sales Corp.

4835 W. Butterfield Road  
Hillside, IL 60162-1483  
(708) 449-5550

Fax: (708) 449-5012

**Customized****Screen Printing • Promotional Items  
Embroidery**

www.specialtunlimited.com

We cover your company to a "T"

**APPROVED**  
**09/02/20 - THOMAS BRADY**COLLEGE OF DUPAGE - POLICE DEPT  
425 FAWELL BLVD  
GLEN ELLYN IL 60137COL3  
COLLEGE OF DUPAGE  
ATTN TRISHA AUGUSTYN  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

DATE	SALESMAN	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.
	8/27/20	CEB		SUPERVISORS	Due on receipt	34530

QUANTITY SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
2	SZ MED	WHITE SHORT SLEEVE T-SHIRTS		19.00	38.00
2	SZ XL	WHITE SHORT SLEEVE T-SHIRTS		19.00	38.00
2	SZ 2XL	WHITE SHORT SLEEVE T-SHIRTS		19.00	38.00
4	SZ MED	NAVY SHORT SLEEVE POLO SHIRTS		19.00	76.00
4	SZ XL	NAVY SHORT SLEEVE POLO SHIRTS		19.00	76.00
4	SZ 2XL	NAVY SHORT SLEEVE POLO SHIRTS		19.00	76.00
1	SZ MED	NAVY FULL ZIP HOODIE		31.00	31.00
1	SZ XL	NAVY FULL ZIP HOODIE		31.00	31.00
1	SZ 2XL	NAVY FULL ZIP HOODIE		31.00	31.00
2	SZ MED	TRUE NAVY 100% POLY SHORTS W/POCKETS		15.25	30.50
4	SZ LRG	TRUE NAVY 100% POLY SHORTS W/POCKETS		15.25	61.00
1	SZ MED	NAVY SWEATPANTS		15.00	15.00
1	SZ LRG	NAVY SWEATPANTS		15.00	15.00
1	SZ XL	NAVY SWEATPANTS		15.00	15.00

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**YVONNE BEDFORD 09/02/20**

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL
					\$571.50

Est. 1975  
**SPECIAL T UNLIMITED**  
A Division of Jenn Sales Corp.

We cover your company to a "T"

**Customized**Screen Printing • Promotional Items  
Embroidery  
www.specialtunlimited.comCOL3  
4835 W. Butterfield Road  
Hillside, IL 60162-1483  
(708) 449-5550  
Fax: (708) 449-5012

8/27/20

34530

INVOICE DATE INVOICE NO.

**THANK YOU**PLEASE RETURN  
THIS PORTION  
OF THE INVOICE  
WITH YOUR  
PAYMENT**INVOICE TOTAL**

\$571.50



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1411532  
Vendor Name: Jenn Sales Corporation  
Invoice Number: 34768  
Invoice Date: 08/01/20  
PO Number: B0370863  
Check Number: 0272482  
Check Amount: \$ 1,274.92  
Check Date: 09/15/2020  
Department ID: 65007  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0643243  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: bedford@cod.edu  
Sent: Wed Sep 02 11:39:22 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Jenn Sales Special T Unlimited Invoice 34768  
-----

Hello

Please pay attached invoice from Jenn Sales Special T Unlimited.

Thank you.

Regards,

*Yvonne Bedford*

Yvonne Bedford  
College of DuPage  
Continuing Education



Est. 1975

**SPECIAL T UNLIMITED**

A Division of Jenn Sales Corp.

We cover your company to

4835 W. Butterfield Road

Hillside, IL 60162-1483

(708) 449-5550

Fax: (708) 449-5012

**Customized**

Screen Printing • Promotional Items

Embroidery

www.specialtunlimited.com

**09/08/20 - THOMAS BRADY**COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137COLLEGE OF DUPAGE  
ATTN: CYNDY VELAZQUEZ  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

DATE	SALESMAN	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.
	9/1/2020	CEB		PO 370863	Net 30	34768

QUANTITY SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
2	52 LRG	MENS BLACKS/S POLY-COTTON POLO SHIRTS		25.00	50.00
2	CREST	RIGHT *EMBROIDERED TITLE		10.00	20.00
1	QUANTITY CHARGE	BELOW MINIMUM \$20.00		0.00	0.00

**INVOICE REVIEWED  
OKAY TO PAY  
YVONNE BEDFORD 09/04/20**

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL
					\$70.00

Subtotal \$70.00  
Sales Tax (10.0%) \$0.00  
Payments/Credits \$0.00

Est. 1975  
**SPECIAL T UNLIMITED**

A Division of Jenn Sales Corp.

We cover your company to a "T"

**Customized**Screen Printing • Promotional Items  
Embroidery

www.specialtunlimited.com

COL3  
4835 W. Butterfield Road  
Hillside, IL 60162-1483  
(708) 449-5550  
Fax: (708) 449-5012

9-1-2020 34768

INVOICE DATE INVOICE NO.

THANK YOU

PLEASE RETURN  
THIS PORTION  
OF THE INVOICE  
WITH YOUR  
PAYMENT

INVOICE TOTAL

\$70.00



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1411532  
Vendor Name: Jenn Sales Corporation  
Invoice Number: 33356  
Invoice Date: 02/04/20  
PO Number: B0370863  
Check Number: 0272482  
Check Amount: \$ 1,274.92  
Check Date: 09/15/2020  
Department ID: 65007  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0643818  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: bedford@cod.edu  
Sent: Tue Sep 08 16:52:32 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Jenn Sales After the Fact Invoices Attached/Approval  
-----

Hello,

JENN SALES APPLY BLANKET ORDER 370863

Please pay two attached invoices:

Jenn Sales Invoice 33356 \$523.42  
Jenn Sales Invoice 33357 \$110.00  
Total \$633.42

See After the Fact Approval also attached.

Thank you.

Regards,

*Yvonne Bedford*  
Yvonne Bedford  
College of DuPage  
Continuing Education  
(630) 942-4194



Est. 1975  
**SPECIAL T UNLIMITED**  
A Division of Jenn Sales Corp.

We cover your company to a "T"

4835 W. Butterfield Road  
Hillside, IL 60162-1483  
(708) 449-5550  
Fax: (708) 449-5012

Screen Printing • Promotional Items  
Embroidery  
w w w . s p e c i a l t u n l i m i t e d . c o m

S H I P T O  
COL3  
COLLEGE OF DUPAGE  
ATTN: PATRICIA AUGUSTYN  
425 FAWELL BLVD  
GLEN ELYN, IL 60137

**Received**  
2/10/03

**Customized**  
Screen Printing • Promotional Items  
Embroidery  
w w w . s p e c i a l t u n l i m i t e d . c o m  
COL3  
4835 W. Butterfield Road  
Hillside, IL 60162-1483  
(708) 449-5550  
Fax: (708) 449-5012

DATE	SALESMAN	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.
2/4/2003	CEB			PO# 365170	Due on receipt	33356

QUANTITY SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
24	HAT	NAVY FLAT BILL CONSTRUCTED POLY		21.00	504.00
1	Freight	SHIPPING CHARGE		19.42	19.42

**APPROVED**

**09/10/20 - THOMAS BRADY**

**INVOICE REVIEWED  
OKAY TO PAY**

**YVONNE BEDFORD 09/10/20**

*This is for the class supervisor hats  
that I ordered on 1/9/2000  
Blanket order 365170  
q/l # 05-63-65007-5401002*

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL
					\$523.42

Subtotal \$523.42  
Sales Tax (10.0%) \$0.00  
Payments/Credits \$0.00

**THANK YOU**

PLEASE RETURN  
THIS PORTION  
OF THE INVOICE  
WITH YOUR  
PAYMENT

**INVOICE TOTAL**  
\$523.42



**From:** [Brady, Thomas](#)  
**To:** [Bedford, Yvonne](#)  
**Cc:** [Cassidy, Joseph](#)  
**Subject:** FW: After the Fact Invoices  
**Date:** Tuesday, September 08, 2020 3:37:30 PM  
**Attachments:** [image001.png](#)

---

FYI.

---

**From:** "Curtis-Chavez, Mark" <curtis-chavezm@cod.edu>  
**Date:** Tuesday, September 8, 2020 at 4:28 PM  
**To:** "Overstreet, Kirk" <overstreetk@cod.edu>  
**Cc:** "Brady, Thomas" <bradyt145@cod.edu>, "Groves, Barbara" <grovesb16@cod.edu>, "McConnell, Amy" <mconnella1369@cod.edu>  
**Subject:** RE: After the Fact Invoices

Approved—thank you for the explanation.

*Mark*



**Mark Curtis-Chávez, Ph.D.**

*Provost*

College of DuPage  
425 Fawell Blvd. | BIC 3400B  
Glen Ellyn, IL 60137  
(630) 942-3535

---

**From:** Overstreet, Kirk <overstreetk@cod.edu>  
**Sent:** Tuesday, September 8, 2020 2:58 PM  
**To:** Curtis-Chavez, Mark <curtis-chavezm@cod.edu>  
**Cc:** Brady, Thomas <bradyt145@cod.edu>; Groves, Barbara <grovesb16@cod.edu>; McConnell, Amy <mconnella1369@cod.edu>  
**Subject:** FW: After the Fact Invoices

Mark

Please see the explanation below regarding the request for this after the fact payment. I believe the reason to be sound and see that Dean Brady has placed further procedures in place to ensure that this does not occur again.

Kirk

*Kirk Overstreet, Ph.D.*  
Assistant Provost of Instruction,  
Academic Affairs



College of DuPage  
425 Fawell Blvd.,  
BIC 3B15A  
Glen Ellyn, IL 60137  
(630) 942-3376

Context | Intellection | Achiever | Input | Communication

*"Success is not final, failure is not fatal: it is the courage to continue that counts."*  
- Winston Churchill

---

**From:** Brady, Thomas <[bradyt145@cod.edu](mailto:bradyt145@cod.edu)>  
**Sent:** Thursday, September 3, 2020 10:24 AM  
**To:** Overstreet, Kirk <[overstreetk@cod.edu](mailto:overstreetk@cod.edu)>  
**Cc:** Cassidy, Joseph <[cassidyj1180@cod.edu](mailto:cassidyj1180@cod.edu)>  
**Subject:** After the Fact Invoices

Good morning Kirk,

We are requesting an after-the-fact approval for two attached invoices from Special T Unlimited Jenn Sales Corp in the amount of \$633.42

After the Fact Justification:

This was ordered last year in December 2019, which took us above the blanket order amount for Special T's for required uniforms for Supervisors and the Physical Training Instructor for SLEA. This was not invoiced to us by Special T's until mid-February 2020 and because of the pandemic shutdown, it was not able to be paid, so it lapsed over to the current FY.

Actions Implemented:

For FY21 the blanket order amount for Special T's was increased. Also, new procedures have been put in place to ensure multiple levels of review for any purchases made.

Please let me know if you have any questions. Thank you for your consideration.

Tom

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1411532  
Vendor Name: Jenn Sales Corporation  
Invoice Number: 33357  
Invoice Date: 02/04/20  
PO Number: B0370863  
Check Number: 0272482  
Check Amount: \$ 1,274.92  
Check Date: 09/15/2020  
Department ID: 65007  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0643926  
Redaction Type: None  
Document Type: AP Invoice

Document Below



-----  
From: bedford@cod.edu  
Sent: Tue Sep 08 16:52:32 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Jenn Sales After the Fact Invoices Attached/Approval  
-----

Hello,

JENN SALES APPLY BLANKET ORDER 370863

Please pay two attached invoices:

Jenn Sales Invoice 33356 \$523.42

Jenn Sales Invoice 33357 \$110.00

Total \$633.42

See After the Fact Approval also attached.

Thank you.

Regards,

*Yvonne Bedford*

Yvonne Bedford

College of DuPage

Continuing Education

(630) 942-4194



Est. 1975

**SPECIAL T UNLIMITED**  
 A Division of Jenn Sales Corp.

 4835 W. Butterfield Road  
 Hillside, IL 60162-1483  
 (708) 449-5550  
 Fax: (708) 449-5012
**Customized**
**Screen Printing • Promotional Items  
 Embroidery**

www.specialtunlimited.com

We cover your company to a "T"

**APPROVED**  
**09/10/20 - THOMAS BRADY**

 S COLLEGE OF DUPAGE  
 D 425 FAWELL BLVD  
 D GLEN ELLYN IL 60137

 COL3  
 COLLEGE OF DUPAGE  
 ATTN CYNDY VELAZQUEZ  
 425 FAWELL BLVD  
 GLEN ELLYN, IL 60137

DATE 2/4/2020	SALESMAN CEB	ORDER NO.	ORDER DATE	SHIPPED VIA JIM VOLPE	TERMS Due on receipt	INVOICE NO. 33357
------------------	-----------------	-----------	------------	--------------------------	-------------------------	----------------------

QUANTITY SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
3	BROUGHT-IN	1/4 ZIPS		0.00	0.00
3	LOGO	CUSTOM EMBROIDERY		20.00	60.00
1	SZ MED	MENS BLACK SHORT SLEEVE POLO SHIRT		25.00	25.00
1	SZ MED	MENS STEEL GRAY SHORT SLEEVE POLO SHIRT		25.00	25.00

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**YVONNE BEDFORD 09/10/20**

 Subtotal \$110.00  
 Sales Tax (10.0%) \$0.00  
 Payments/Credits \$0.00

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL
					\$110.00

Est. 1975

**SPECIAL T UNLIMITED**  
 A Division of Jenn Sales Corp.

We cover your company to a "T"

**Customized**
 Screen Printing • Promotional Items  
 Embroidery  
 www.specialtunlimited.com

COL3

 4835 W. Butterfield Road  
 Hillside, IL 60162-1483  
 (708) 449-5550  
 Fax: (708) 449-5012

 2-4-20 33357  
 INVOICE DATE INVOICE NO.

THANK YOU

 PLEASE RETURN  
 THIS PORTION  
 OF THE INVOICE  
 WITH YOUR  
 PAYMENT

INVOICE TOTAL

\$110.00