

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086883

Vendor Name: Josten's Inc

Invoice Number: VB82520

Invoice Date: 08/25/20

PO Number:

Check Number: 0272490

Check Amount: \$ 63.00

Check Date: 09/15/2020

Department ID: 12037

Reviewer Name:

Voucher Number: V0640543

Redaction Type: None

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

Document Below

From: smithb244@cod.edu
Sent: Thu Aug 27 12:13:31 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

Please pay this check req. for Jostens. Beverly Smith Administrative Assistant Athletics and Recreational Programs (630) 942-4242 (630 942-3601 fax Smithb244@cod.edu -----Original Message----- From: smithb244@cod.edu Sent: Thursday, August 27, 2020 12:06 PM To: Smith, Beverly Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page Multifunction Printer Location: Device Name: Printer-095

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

Smith, Beverly

From: acctpay@cod.edu
Sent: Tuesday, August 25, 2020 2:15 PM
To: Smith, Beverly
Subject: Voucher Confirmation: V0640543

Voucher Number V0640543
Voucher Status In Progress (Unfinished)

Requestor Name Beverly E. Smith

Voucher Date 08/25/20
Due Date 08/25/20
Vendor ID and/or Name 1086883 Josten's Inc
AP Type IM Invoices < \$15,000
Voucher Total \$63.00

AP VERIFIED
08/27/20 - BETHANY CRUSE

ITEM 1
Item Description Academic Award for Volleyball
Quantity 1.000
Price \$63.0000
Extended Price \$63.00
GL Distribution 01-30-12037-5409002

COMMENTS

Please mail a copy of the order with the check. The address on the order form is Jostens 3201 SE 29th Street, Del City, OK 73115.

APPROVAL

DATE

NEXT APPROVALS



2020 USMC/AVCA Team Academic Award Order Form

Congratulations to you and your team for receiving the 2020 USMC/AVCA Team Academic Award! To place an order for a USMC/AVCA Team Academic Award plaque for yourself, your school and/or members of your team, simply fill out this form and **return with payment**. To help process orders more quickly, **PLEASE INCLUDE A COPY OF YOUR SCHOOL'S TAX EXEMPT FORM**. Plaques can be purchased through Jostens for \$46 (plus \$17.00 S/H). Make sure to type or print clearly.

1. College of Du Page

Clearly type or print the school name EXACTLY as you would like it to appear on the plaque.

2. Enclosed is my plaque order for:

Qty: 1 2020 USMC/AVCA Team Academic Award plaques

Total # of plaques @ \$ 63.00 each = \$ 63.00
(total enclosed)

(For orders of 6 or more, plaques are \$43 each (plus \$17.00 S/H).

3. Payment must accompany order. Please allow 3-4 weeks for delivery.

☐ Check enclosed (in U.S. funds, drawn on a U.S. bank)

Charge my: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card # _____

Name on card: _____

Expiration date: _____

Security Code (3 or 4 digit # on back of card): _____

Signature: _____

4. Mail my plaque(s) to:

Clearly write your mailing address, or attach your business card. We'll mail your plaque(s) to the **exact** address you provide.

Name: Tolis Koskinaris

Organization Name: College of Du Page

Address: 425 Fawell Blvd.

City/State/Zip: Glen Ellyn, IL 60137

Phone: (630) 942-4242 E-mail: smithb244@cod.edu

5. Mail or E-mail this order form, with payment, to:

Jostens/MTM
Attn: Beverly Stewart
3201 SE 29th Street
Del City, OK 73115
(405) 609-6954
bstewart@mtmrecognition.com



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City/State/Zip: Glen Ellyn, IL 60137

Phone: (630) 942-4242

E-mail: smithb244@cod.edu

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