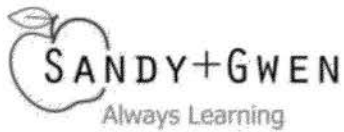


Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1621257
Vendor Name: Sandra Adams
Invoice Number: 07202020
Invoice Date: 12/15/20
PO Number:
Check Number: 0275642
Check Amount: \$ 400.00
Check Date: 01/12/2021
Department ID: 00453
Reviewer Name: None
Voucher Number: V0656994
Redaction Type: None
Document Type: AP Invoice

Document Below



INVOICE

Vendor: Sandra Adams
10715 Liberty Union Rd
Van Wert, OH 45891

Date: 12/15/2020

APPROVED

12/16/20 - SONIA WATSON

Billed to: College of DuPage
Contact Person, Jennifer Propp
Adjunct Faculty Support

Invoice No.: #07202020

Invoice #	Description	Total Amount Due
#07202020	PDF book version: "But I'm not a Reading Teacher"—with rights to share w/ College of DuPage Faculty	\$ 400.00

Please remit payment to vendor address listed above upon receipt.

Thank You!

Sandra Adams

419.605.2769

From: zerrudom@cod.edu
Sent: Tue Dec 15 15:23:43 CST 2020
To: invoicing@cod.edu
CC:
Subject: FW: Order for Jennifer Propp

From: McNab, Elena <mcnabe@cod.edu>
Sent: Tuesday, December 15, 2020 3:20 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Order for Jennifer Propp

Hello Maria,

Attached is the invoice from Sandra. Please see her message below about payment. Thanks for your help.

Best,
Elena

Elena McNab, M.A.
Interim Manager
Office of Adjunct Faculty Support
College of DuPage
(630)-942-2158

From: Sandy Adams <sadams@mresc.org>
Sent: Tuesday, December 15, 2020 3:06 PM
To: McNab, Elena <mcnabe@cod.edu>
Subject: Re: Order for Jennifer Propp

Hello,
I added the logo from our website to this purchase.
Can you please ask them to write the check to my name, and not Sandy + Gwen from logo?
We are changing our LLC and banking and I am working as a sole proprietor.

Thank you.

Sandra Adams, Ph.D.
Instructional consultant, author, and presenter
Midwest Regional ESC Consultant
(419) 605-2769

From: McNab, Elena <mcnabe@cod.edu>
Sent: Tuesday, December 15, 2020 2:44 PM
To: Sandy Adams <sadams@mresc.org>
Subject: RE: Order for Jennifer Propp

Hi Sandra,

Do you mind sending me another invoice that might include your name and a possible logo? Our accounts payable department cannot accept the original without it. Thanks so much for all your help. I'm sorry for all the hassle.

Thanks,
Elena

Elena McNab, M.A.
Interim Manager
Office of Adjunct Faculty Support
College of DuPage
(630)-942-2158

From: Sandy Adams <sadams@mresc.org>
Sent: Monday, December 14, 2020 9:07 AM
To: McNab, Elena <mcnabe@cod.edu>
Subject: Re: Order for Jennifer Propp

Thanks, Elena.
I will send her the documents this week then. I just thought she might appreciate having them to look over during the break.
Thanks!

Sandra Adams, Ph.D.
Instructional consultant, author, and presenter
Midwest Regional ESC Consultant
(419) 605-2769

From: McNab, Elena <mcnabe@cod.edu>
Sent: Monday, December 14, 2020 8:34 AM
To: Sandy Adams <sadams@mresc.org>
Subject: Re: Order for Jennifer Propp

Hi Sandra,

Thanks for following up. It should be processed in the next couple of days, and definitely before break. If there's anything additional that's needed to have this processed I will let you know.

Thanks,
Elena

On Dec 14, 2020, at 8:21 AM, Sandy Adams <sadams@mresc.org> wrote:

☐

Hello Elena,
I was calling to double check on the invoice for Jennifer Propp's order.
Do you know if this check has been processed? If so, I wanted to reach out to Jennifer to get her the materials before Christmas break.
Thank you in advance for checking.

Sandra Adams, Ph.D.
Instructional consultant, author, and presenter

Instructional consultant, author, and presenter
Midwest Regional ESC Consultant
(419) 605-2769