

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1404475

Vendor Name: Quik Impressions Group, Inc.

Invoice Number: 836569

Invoice Date: 12/08/20

PO Number:

Check Number: 0275767

Check Amount: \$ 2,190.00

Check Date: 01/12/2021

Department ID: 11001

Reviewer Name:

Voucher Number: V0656545

Redaction Type: None

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

Document Below

-----  
From: mcgowan@cod.edu  
Sent: Thu Dec 10 12:07:16 CST 2020  
To: invoicing@cod.edu  
CC:  
Subject: Invoice Quik Impressions #836569  
-----

Please process invoice and voucher for payment on 12/16/20.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

# INVOICE

Invoice #	Invoice Date
836569	12/08/2020
Sales Rep: Rick Smolke	
Customer#: 21957	
Page : 1 of 1	

Tax Exempt:E9997-3391-06

BILL TO:

Voucher V0656545  
95.00

SHIP TO:

College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

**AP VERIFIED**  
**12/10/20 - BETHANY CRUSE**

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
Net 30 Day	(630) 942-2263		Roland Raffel		Steve McCuiston

Quantity	Description	Sub-Total
300	2020 Holiday Mailer -	95.00

Description: 2020 Holiday Mailer

Papers: 100# Gloss Text

Size: 8.5 x 11 Flat - 5.5 x 8.5 Finished

Inks: 4/4 process

Provided: Print Ready files

Proofs: Match Sample Provided

Bindery: Trim, Fold in half and conv. carton

Terms: Customer Pick up

Quantities: 300 pieces

300 pieces picked up by Roland 12/1/2020

**APPROVED**

By Ellen McGowan at 11:57 am, Dec 10, 2020

61 Printing Many shows  
 01-30-12151-5402001 \$6  
 01-40-11001-5402001 \$52  
 05-60-11601-5402001 \$6  
 05-60-11701-5402001 \$8  
 05-60-11999-5402001 \$23

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
Delivery	95.00	0.000		0.00	0.00 \$	95.00

**Thank You**

**From:** [Schoettle, Kari](#)  
**To:** [McGowan, Ellen](#)  
**Subject:** FW: Voucher Confirmation: V0656545  
**Date:** Tuesday, December 8, 2020 11:07:33 AM

---

-----Original Message-----

From: [acctpay@cod.edu](mailto:acctpay@cod.edu) <[acctpay@cod.edu](mailto:acctpay@cod.edu)>  
Sent: Tuesday, December 8, 2020 11:06 AM  
To: Schoettle, Kari <[schoettlek@cod.edu](mailto:schoettlek@cod.edu)>  
Subject: Voucher Confirmation: V0656545

**APPROVED**

**By Ellen McGowan at 11:54 am, Dec 10, 2020**

Voucher Number V0656545  
Voucher Status In Progress (Unfinished)

Requestor Name Kari A. Schoettle

Voucher Date 12/08/20  
Due Date 12/08/20  
Vendor ID and/or Name 1404475 Quik Impressions Group, Inc.  
AP Type IM Invoices < \$15,000  
Voucher Total \$95.00

ITEM 1

Item Description Printing extra holiday brochures  
Quantity 1.000  
Price \$6.0000  
Extended Price \$6.00  
GL Distribution 01-30-12151-5402001

ITEM 2

Item Description Printing extra holiday brochures  
Quantity 1.000  
Price \$52.0000  
Extended Price \$52.00  
GL Distribution 01-40-11001-5402001

ITEM 3

Item Description Printing extra holiday brochures  
Quantity 1.000  
Price \$6.0000  
Extended Price \$6.00  
GL Distribution 05-60-11601-5402001

ITEM 4

Item Description Printing extra holiday brochures  
Quantity 1.000  
Price \$8.0000  
Extended Price \$8.00  
GL Distribution 05-60-11701-5402001

ITEM 5

Item Description Printing extra holiday brochures  
Quantity 1.000

Price \$23.0000  
Extended Price ~~\$23.00~~  
GL Distribution 05-60-11999-5402001

COMMENTS

Printing extra holiday brochures  
61 Printing Many shows

APPROVAL

DATE

NEXT APPROVALS

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1404475

Vendor Name: Quik Impressions Group, Inc.

Invoice Number: 836362

Invoice Date: 12/08/20

PO Number: P0371640

Check Number: 0275767

Check Amount: \$ 2,190.00

Check Date: 01/12/2021

Department ID: 11001

Reviewer Name:

Voucher Number: V0656653

Redaction Type: None

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

Document Below

-----  
From: mcgowan@cod.edu  
Sent: Thu Dec 10 12:14:16 CST 2020  
To: invoicing@cod.edu  
CC:  
Subject: Invoice Quik Impressions #836362  
-----

Please process the attached invoice for ACH payment on 2/16/20.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002



# INVOICE

PO 371640  
\$2095  
ok to close

Invoice #	Invoice Date
836362	12/08/2020
Sales Rep: Rick Smolke	
Customer#: 21957	
Page : 1 of 1	

Tax Exempt:E9997-3391-06

BILL TO:

SHIP TO:

College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

**AP VERIFIED**  
**12/11/20 - BETHANY CRUSE**

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
Net 30 Day	(630) 942-2263		Roland Raffel	371640	Steve McCuiston

Quantity	Description	Sub-Total
15,000	2020 Holiday Mailer -	2,095.00

Description: 2020 Holiday Mailer

Papers: 100# Gloss Text

Size: 8.5 x 11 Flat - 5.5 x 8.5 Finished

Inks: 4/4 process

Provided: Print Ready PDF Files

Proofs: PDF for Approval

Bindery: Trim, Fold in half, bring to Mailroom

Mail Room: Wafer, Ink Jet, Prep for Postal delivery

Terms: 14,999 pieces deliver to USPS via QI

Quantities: 15,000 pieces

14,999 pieces delivered to USPS via QI 11/30/2020

**APPROVED**

By Ellen McGowan at 12:10 pm, Dec 10, 2020

61 Printing Many shows

01-30-12151-5402001 \$100

01-40-11001-5402001 \$1000

05-60-11601-5402001 \$100

05-60-11701-5402001 \$145

05-60-11999-5402001 \$450

74 Mailing Many shows

01-40-11001-5402001 \$90

05-60-11601-5402001 \$70

05-60-11701-5402001 \$105

05-60-11999-5402001 \$35

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
Delivery	2,095.00	0.000		0.00	0.00	\$ 2,095.00

**Thank You**