

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1404475

Vendor Name: Quik Impressions Group, Inc.

Invoice Number: 836757

Invoice Date: 12/22/20

PO Number:

Check Number: 0275768

Check Amount: \$ 3,409.07

Check Date: 01/12/2021

Department ID: 11701

Reviewer Name:

Voucher Number: V0657798

Redaction Type: None

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

Document Below

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Thu Jan 07 09:44:04 CST 2021
To: invoicing@cod.edu
CC:
Subject: Check Request Quik Impressions \$3409.07

Please process the attached Check Req for pickup (by Joe Hopper) or ACH on 1/13/21.
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

[attachment: Check Request Postage MAC Spring Brochure 12-22-20.pdf]

College of DuPage - Accounts Payable

Check Request Form

revised 3/27/17

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 - Check Request Procedure No. 10-65

Date: 12/22/2020

Vendor ID: 1404475

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
836757		01	40	11001	5404003	Postage	\$ 740.00
		01	30	12331	5404003	Postage	\$ 301.07
		05	60	11601	5404003	Postage	\$ 888.00
		05	60	11999	5404003	Postage	\$ 444.00
		05	60	11701	5404003	Postage	\$ 1,036.00

Grand Total

\$ 3,409.07

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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 provided in a satisfactory condition/manner. Consequently, payment is appropriate and is due.



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: Quik Impressions Group, Inc

Other
Instructions:

Will request manual check pick up

Payee Address: 1385 W. Jeffrey
Addison, IL 60101

Description on Check:

2020-21 Midseason Spring Brochure Postage (qty 13,750) 03 POSTAGE (split between many shows)

JOE HOPPER TO
PICK UP CHECK ON
1/13/21.

Approvals:

Prepared By:

Ellen McGowan

Approved By:

Ellen McGowan

Date:

Signature:

APPROVED

By Ellen McGowan at 4:38 pm, Dec 22, 2020

Signature:

APPROVED

By Ellen McGowan at 4:38 pm, Dec 22, 2020

Payment Due:

ASAP

Approved By:

Cynthia Sims

Date:

Board Approved Date:

Signature:

Cynthia Sims

1/4/21

Approved By Division VP:

Mark Curtis-Chavez

Date:

Signature:

Mark Curtis-Chavez

Digitally signed by Mark Curtis-Chavez
Date: 2021.01.06 16:36:20 -0600Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu



INVOICE

Invoice #	Invoice Date
836757	12/21/2020
Sales Rep: Rick Smolke Customer#: 21957 Page : 1 of 1	

Tax Exempt:E9997-3391-06

BILL TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

SHIP TO:

USPS
Carol Stream, IL 60188

Attn:Postmaster

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	Postage Spring	Dan Ford

Quantity	Description	Sub-Total	Tax	Sub-Total
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12,707 Postage - MAC Spring Mailer
Postage Only \$3409.07

N

0.00

0.00

32,707 Postage -

3,409.07

APPROVED

By Ellen McGowan at 4:28 pm, Dec 22, 2020

3,409.07

3,409.07

CHECK REQUEST ATTACHED WITH ACCOUNTS

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
US Post Office	3,409.07	0.000		0.00	0.00 \$	3,409.07

Thank You