

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1515162
Vendor Name: Marco Promos Llc
Invoice Number: 17063
Invoice Date: 03/24/21
PO Number: P0372191
Check Number: 0279157
Check Amount: \$ 2,650.15
Check Date: 04/13/2021
Department ID: 00461
Reviewer Name: None
Voucher Number: V0666135
Redaction Type: None
Document Type: AP Invoice

Document Below

Invoice

17063

MARCO Promos
Promote More. Spend Less. GUARANTEED!
MarcoPromos.com • 1.877.545.9322
2640 Commerce Drive • Harrisburg, PA 17110

College of DuPage
Jessica Sosnowski
425 Fawell Blvd
SSC 1217
Glen Ellyn, IL 60137
USA

Ship-to Address
MARCO Promos
Attn Melissa B for SO 22142
522 W 17th St
Oshkosh, WI 54902
USA

MARCO Promos LLC
2640 Commerce Drive
Harrisburg, PA 17110

Customer PO No.
372191

Salesperson
Lisa L Ordanoff

Document Date
March 23, 2021

Payment Terms
Net 10 and Purchase Order

Order No.

Account No

Due Date

22142

19670797

April 2, 2021

No.	Description	Shipment Date	Quantity	Unit Price	Line Amount
OD-833-BK	Mini Aluminum LED Light with Key Clip - Black	02/08/21	100	2.44	244.00
OD-823-BK	Chenille Blanket - Black	02/08/21	30	14.49	434.70
	FREE Tape Charge	02/08/21	1	0.00	0.00
HI-19011-BK	Expandable Steel Straw with Case - Black	02/08/21	50	5.71	285.50
	Engraving Setup Charge	02/08/21	1	55.00	55.00
GA-15042-BK	Safety Whistle and Light Key Chain - Black	02/08/21	150	0.93	139.50
	Setup Charge (per color/location)	02/08/21	1	35.00	35.00
TV-20000-BK	Roadster Auto Phone Holder - Black	02/08/21	100	5.39	539.00
	Full Color Setup Charge	02/08/21	1	50.00	50.00
	Pack and Ship Charge	01/25/21	30	3.85	115.50
	Fulfillment /Shipping Charge	01/25/21	1	793.95	793.95
	Additional Embroidery Charge	02/02/21	30	1.40	0.00
	Tape Charge	02/02/21	1	140.00	0.00
Subtotal					2,692.15

Home Page
www.marcopromos.com

Phone No.
800-232-1121

Email
Accounting@MarcoPromos.com

Invoice 17063

March 23, 2021

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	Total Tax	0.00
	Total \$	2,692.15
	Paid Amount	0.00
	Amount Due	2,692.15

Amount Subject to Sales Tax	2,692.15
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Amount Exempt from Sales Tax	0.00
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Invoice

17063

MARCOPromos
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APPROVED 04/05/21
CESAR FLORES

College of DuPage
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425 Fawell Blvd
SSC 1217
Glen Ellyn, IL 60137
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	Full Color Setup Charge	02/08/21	1	50.00	50.00
	Pack and Ship Charge	01/25/21	30	3.85	115.50
	Fulfillment /Shipping Charge	01/25/21	1	793.95	793.95
	Additional Embroidery Charge	02/02/21	30	1.40	0.00
	Tape Charge	02/02/21	1	140.00	0.00
Subtotal					2,692.15
Total Tax					134.63
Total \$					2,826.78
Paid Amount					0.00
Amount Due					2,826.78

Amount Subject to Sales Tax 2,692.15

Amount Exempt from Sales Tax 0.00

From: Sosnowski, Jessica <sosnowskij@cod.edu>
Sent: Wed Mar 24 10:47:29 CDT 2021
To: invoicing@cod.edu
CC: warehouseservices@cod.edu
Subject: Marco Promo Invoice (PO 3721912)

Hello,

Please find attached Invoice from Marco Promos and Requisition report for PO 3721912.

Please note that Product #: OD-17009, Exercise Resistance bands was removed from the final invoice as this item was backordered through June and has been cancelled. All other items have been received.

Thank you,

Jessica Sosnowski
Student Registration Services
College of DuPage
425 Fawell Blvd | SSC 2221 | Glen Ellyn, IL 60137-6599
630.942.2377 | fax 630.942.2878 | sosnowskij@cod.edu

[attachment: Marco Promo PO 372191.pdf]

[attachment: Sales Invoice.pdf]

Requisition Report (by Requisition Number)

College of DuPage Requisition Number: 682804 Requestor: Sosnowski, Jessica Requisition Name: Registration Swag Bags Requisition Justification: Promotional Materials for Students Ship To Location: College of DuPage Shipping & Receiving Ship To Code: 99 Vendor Name: Marco Promos Llc Vendor G/L Code: 1515162 Requisition Notes: (Internal) line-1 15 extra From: Sosnowski, Jessica <sosnowskijj@cod.edu> Sent: Friday, January 22, 2021 8:05 AM To: Dando, Anne Marie <dandoa@cod.edu> Subject: Re: REQ#682804 - Marco Sure! We worked with Lou Demas and Jeff Elijah. 1/21/21 em JS - marketing appvl? amd Jessica Sosnowski relayed the follwoing notes: These promotional items are intended to be distributed at Welcome Tables during the first week of class, continuing through the week of March 1st. Any remaining items can be shipped to students for future registration campaigns or once again distributed at the beginning of Summer and Fall semester. These \$340.50 in charges are comprised of: Qty 1 Set Up Charge of \$35 Qty 1 Engraving Setup charge of \$55 Qty 1 Set up Charge \$35 Qty 1 Full Color Setup Chage of \$50 Qty 1 Set up Charge \$50 Qty 30 of Pack & Fulfillment at \$3.85 ea (External) Quote:946084	Need By: 01/18/2021 Created: 11/30/2020 Submitted: 01/13/2021 Confirming Request: Yes Run Date: 03/24/2021 10:42 AM
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Product Description	Qty	Total (\$)	Next Approver/Status	PO #	PO Rel Date	Account #	% Split	\$ Split
MINI ALUMINUM LED LIGHT WITH KEY CLIP	100	244.00	Partially Received - 02/22/2021	372191	01/22/2021	01-30-00461-5407001	100.00	244.00
Product #: OD-833								
CHENILLE BLANKET	30	392.70	PO Released - 01/22/2021	372191	01/22/2021	01-30-00461-5407001	100.00	392.70
Product #: OD-823								
EXPANDABLE STEEL STRAW WITH CASE	50	285.50	Partially Received - 02/22/2021	372191	01/22/2021	01-30-00461-5407001	100.00	285.50
Product #: HI-19011								
SAFETY WHISTLE AND LIGHT KEY CHAIN	150	139.50	Partially Received - 02/22/2021	372191	01/22/2021	01-30-00461-5407001	100.00	139.50
Product #: GA-15042								
ROADSTER AUTO PHONE HOLDER	100	539.00	Partially Received - 02/22/2021	372191	01/22/2021	01-30-00461-5407001	100.00	539.00
Product #: TV-20000								
EXERCISE RESISTANCE BANDS SET	50	452.50	PO Released - 01/22/2021	372191	01/22/2021	01-30-00461-5407001	100.00	452.50
Product #: OD-17009								

Product Description	Qty	Total (\$)	Next Approver/Status	PO #	PO Rel Date	Account #	% Split	\$ Split
Shipping Charges	1	793.95	PO Released - 01/22/2021	372191	01/22/2021	01-30-00461-5407001	100.00	793.95

Product #:

Charges Total	1	340.50	PO Released - 01/22/2021	372191	01/22/2021	01-30-00461-5407001	100.00	340.50
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Product #:

Notes: (Internal) These \$340.50 in charges are comprised of: Qty 1 Set Up Charge of \$35 Qty 1 Engraving Setup charge of \$55 Qty 1 Set up Charge \$35 Qty 1 Full Color Setup Chage of \$50 Qty 1 Set up Charge \$50 Qty 30 of Pack & Fulfillment at \$3.85 ea

Requisition Total: 3,187.65 (Note: Total includes Shipping, Handling, and Tax)

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Fri Apr 09 15:09:24 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: P0372191

From: Sosnowski, Jessica <sosnowskij@cod.edu>
Sent: Thursday, April 8, 2021 2:12 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Re: P0372191

Hi Bethany,

Attached is the revised invoice with the tax removed.

The rep I worked with should be back into the office tomorrow and I will try to get this to match the PO. I did let them know about the short pay if the chenille blanket line is not adjusted.

Thank you,
Jessica Sosnowski
Student Registration Services
[College of DuPage](#)
425 Fawell Blvd | SSC 2221 | Glen Ellyn, IL 60137-6599
630.942.2377 | fax 630.942.2878 | sosnowskij@cod.edu

From: Cruse, Bethany
Sent: Thursday, April 8, 2021 12:02:07 PM
To: Sosnowski, Jessica
Subject: RE: P0372191

Okay two more issues:

Are we to pay tax of \$134.63? If so there are not enough funds under “charges total” to cover this. $55+35+50+115.50+134.63=\$390.13$
Please contact the vendor for item- CHENILLE BLANKET- they are charging us more than PO amt. This will be short paid.

Thanks

Bethany Cruse
AP Lead
College of DuPage
630-942-4294

From: Sosnowski, Jessica <sosnowskij@cod.edu>
Sent: Thursday, April 8, 2021 11:51 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Re: P0372191

Hi Bethany,

Yes, it looks like the \$55 engraving charge fell under "Charges Total."

Thank you,

Jessica Sosnowski
Student Registration Services
[College of DuPage](#)
425 Fawell Blvd | SSC 2221 | Glen Ellyn, IL 60137-6599
630.942.2377 | fax 630.942.2878 | sosnowskij@cod.edu

From: Cruse, Bethany
Sent: Thursday, April 8, 2021 11:44:40 AM
To: Sosnowski, Jessica
Subject: P0372191

Jessica,
I do not see a \$55 dollar engraving on the P0. Was this entered under “charges total” for \$340.50?

Description	Item Status	Ordered	Accepted	Remaining	Unit Price	Remaining Price
MINI ALUMINUM LED LIGHT	Backordered	100.00	70.00	30.00	2.44	73.20
CHENILLE BLANKET	Outstanding	30.00	0.00	30.00	13.09	392.70
EXPANDABLE STEEL STRAW	Backordered	50.00	20.00	30.00	5.71	171.30
SAFETY WHISTLE AND LIGHT	Backordered	150.00	114.00	36.00	0.93	33.48
ROADSTER AUTO PHONE	Backordered	100.00	71.00	29.00	5.39	156.31
EXERCISE RESISTANCE BANDS	Outstanding	50.00	0.00	50.00	9.05	452.50
Shipping Charges	Outstanding	1.00	0.00	1.00	793.95	793.95
Charges Total	Outstanding	1.00	0.00	1.00	340.50	340.50

Thanks

Bethany Cruse
AP Lead
College of DuPage
630-942-4294

[attachment: revised invoice 17063.pdf]