

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082295

Vendor Name: Advantage Team Sales Group

Invoice Number: 18403

Invoice Date: 12/03/20

PO Number: B0370596

Check Number: 0279322

Check Amount: \$ 11,979.50

Check Date: 04/19/2021

Department ID: 12061

Reviewer Name:

Voucher Number: V0656269

Redaction Type: None

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

Document Below

-----  
From: smithb244@cod.edu  
Sent: Fri Dec 04 10:59:44 CST 2020  
To: invoicing@cod.edu  
CC:  
Subject: Fw: Invoice 18403 from Advantage Team Sales Group, Inc. (COD FB Grey Hood)  
-----

Please pay invoice 18403 on G/L# 01-30-12061-5409005.  
Beverly Smith  
Administrative Assistant  
Athletics and Recreational Programs  
College of DuPage

---

**From:** Brom, Theodore  
**Sent:** Friday, December 4, 2020 10:39 AM  
**To:** Smith, Beverly  
**Subject:** FW: Invoice 18403 from Advantage Team Sales Group, Inc. (COD FB Grey Hood)

Bev,

This invoice from Advantage can also be paid.

Ted

**From:** Melissa Zebig <mzebig@advantageteamsales.com >  
**Sent:** Thursday, December 3, 2020 3:40 PM  
**To:** Brom, Theodore <bromt@cod.edu>  
**Cc:** Cipriano, Trevor <ciprianot310@cod.edu >  
**Subject:** Invoice 18403 from Advantage Team Sales Group, Inc. (COD FB Grey Hood)

Advantage Team Sales Group, Inc.

**Invoice** Due: 01/02/2021  
18403

Amount Due: **\$3,360.00**

COD FOOTBALL

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Advantage Team Sales Group, Inc.  
(630) 852-3170





REMIT PAYMENT TO:  
 Advantage Team Sales Group, Inc.  
 5403 Patton Drive - Unit #219  
 Lisle, IL 60532

# Invoice

Date	Invoice #
12/3/2020	18403

Bill To
College of DuPage Attn: Accounts Payable 425 Fawell Blvd Glen Ellyn, IL 60137

Ship To
College of DuPage Attn: Trevor Cipriano - Athletics 425 Fawell Blvd Glen Ellyn, IL 60137

P.O. Number	Terms	Due Date	Rep	Ship	Via	FOB	Project
370596	Net 30	1/2/2021	MZ	12/3/2020	Delivery		

Quantity	Item Code	Description	Price Each	Amount
120	CG1389	ADIDAS Fleece Hood, Red college hood 3/S,32/M,35/L,30/XL,14/XXL,5/3XL,1/4XL (delivered 12/3/2020)	24.00	2,880.00T
120	SCREEN3	Application of Chapparral logo on front of above hoods	4.00	480.00T
1	Ship00	Shipping Charge, Quick Delivery Courier Service (12/3/2020 36.00)	0.00	0.00
Reference: College of Dupage Football (hoods) Tax Exempt # E9997-3391-06				

**APPROVED**  
**12/11/20 - RYAN RAISER**

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**BEVERLY SMITH 12/04/20**

E-mail	mzebig@advantageteamsales.com
Phone #	630-852-3170
Fax #	630-852-3172

Subtotal	\$3,360.00
Sales Tax 0.00%	\$0.00
<b>Total</b>	<b>\$3,360.00</b>
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$3,360.00</b>



-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Apr 19 13:35:16 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: [External] Open Invoice status  
-----

---

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Thursday, April 15, 2021 12:40 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: [External] Open Invoice status

Hi Marivic,

Please see Dave Virgilio's e-mail below. Can you please make a stop payment, void and reissue the below checks?

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)

---

**From:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>  
**Sent:** Thursday, April 15, 2021 8:30 AM  
**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Subject:** RE: [External] Open Invoice status

Good morning Joyce, please see Ryan's email below regarding two checks cut to Advantage Team Sales Group (0276453 and 0277537). Both checks appear to be outstanding and the vendor has been having trouble locating the checks. I checked the bank website and see that both checks are indeed not cashed yet. Could be lost and in need of a void/reissue. We have sent the vendor more recent checks which *have been* cashed, so it does not appear we have an incorrect address or anything like that. My guess would be that the vendor has the checks sitting somewhere under a pile on someone's desk, or in the mail room or something... I would vote to void and reissue, and perhaps it would be a good idea to try to contact the vendor and get them set up as ACH for future payments...

Thx!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage** – Glen Ellyn, IL  
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

---

**From:** Kaiser, Ryan <kaiserr2964@cod.edu>  
**Sent:** Wednesday, April 14, 2021 5:01 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** FW: [External] Open Invoice status

Dave,

Need some help on who to direct this to. Our largest vendor in athletics has not received each of the last two checks that have been sent to them. I looked on financial management to track down the information...but they are saying they have never received these checks. Not sure what to do with this.

rk

INVOICE DATE	INVOICE E-MAIL DATE	INVOICE NUMBER	AMOUNT	CAT	
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2/10/2021	2/10/2021	18559	\$3,912.50	BASEBALL	Check number 0277537 Check
Date 3/16/2021					
12/3/2020	12/22/2020	18403	\$3,360.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
12/3/2020	12/22/2020	18416	\$3,390.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
2/10/2021	2/11/2021	18476	\$7,118.00	FOOTBALL	Check number 0277537 Check
Date 3/16/2021					
1/19/2021	1/20/2021	18422	\$2,666.00	SOFTBALL	Check number 0276453 Check
Date 2/9/2021					
1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

## Ryan Kaiser

Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 *Phone*  
(630)-942-3601 *Fax*



---

**From:** Melissa Zebig <mzebig@advantageteamsales.com >  
**Sent:** Wednesday, April 14, 2021 11:17 AM  
**To:** Kaiser, Ryan <kaiserr2964@cod.edu>; Brom, Theodore <bromt@cod.edu>  
**Subject:** RE: [External] Open Invoice status

Thanks, Ryan. We double checked all of our received payments from COD, and we have no record of receiving these two checks. Can you get this into the right hands?

I appreciate it.

**Melissa Zebig**  
**Advantage Team Sales Group, Inc.**  
**5403 Patton Drive, Suite#219**  
**Lisle, IL 60532**  
**Phone (630) 852-3170**  
**Fax (630) 852-3172**  
[www.advantageteamsales.com](http://www.advantageteamsales.com)



DON'T FORGET TO LIKE US ON FACEBOOK!

---

**From:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>  
**Sent:** Wednesday, April 14, 2021 11:09 AM  
**To:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>; Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>  
**Subject:** RE: [External] Open Invoice status

All,

Just looked up in financial management and this is the information it provided to me. It appears all of these were paid using two checks. One that was dated 2/9/21 and the other that was dated 3/16/21.

Please confirm.

rk

INVOICE DATE	INVOICE E-MAIL DATE	INVOICE NUMBER	AMOUNT	CAT	
12/22/2020	1/6/2021	18527	\$2,376.00	BASEBALL	Check number 0276453 Check
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Date 3/16/2021					
1/19/2021	1/20/2021	18422	\$2,666.00	SOFTBALL	Check number 0276453 Check
Date 2/9/2021					
1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

**Ryan Kaiser**  
Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 Phone  
(630)-942-3601 Fax



---

**From:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Sent:** Wednesday, April 14, 2021 10:06 AM

**To:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>; Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>

**Subject:** RE: [External] Open Invoice status

Melissa,

I forwarded all invoices to Bev. Let's see if Ryan says we need to redo under new BO#. Also based on the new BO I know some numbers are not showing some of the orders. Can you send me what you have left for each team and I will check it against what I have.

Ted

---

**From:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>

**Sent:** Wednesday, April 14, 2021 9:52 AM

**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Subject:** [External] Open Invoice status

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Ryan/Ted,

Attached are 7 invoices that the school has not paid, yet, prior to the PO change. These were all billed to the previous PO number 370596.

Let me know what's going on with these, or if they are looking for us to re-submit these with the new number?

Thank you,

**Melissa Zebig**

**Advantage Team Sales Group, Inc.**

**5403 Patton Drive, Suite#219**

**Lisle, IL 60532**

**Phone (630) 852-3170**

**Fax (630) 852-3172**

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**CHAPARRALS**

**COLLEGE OF DUPAGE**

PROUDLY CELEBRATING  
15 YEARS OF BUSINESS IN 2018









Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082295  
Vendor Name: Advantage Team Sales Group  
Invoice Number: 18416  
Invoice Date: 12/03/20  
PO Number: B0370596  
Check Number: 0279322  
Check Amount: \$ 11,979.50  
Check Date: 04/19/2021  
Department ID: 12061  
Reviewer Name:  
Voucher Number: V0656270  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: smithb244@cod.edu  
Sent: Fri Dec 04 10:57:14 CST 2020  
To: invoicing@cod.edu  
CC:  
Subject: Fw: Invoice 18416 from Advantage Team Sales Group, Inc. (COD FB Travel top)  
-----

Please pay invoice 18416 on G/L # 01-30-12061-5409005.  
Beverly Smith  
Administrative Assistant  
Athletics and Recreational Programs  
College of DuPage

---

**From:** Brom, Theodore  
**Sent:** Friday, December 4, 2020 10:38 AM  
**To:** Smith, Beverly  
**Subject:** FW: Invoice 18416 from Advantage Team Sales Group, Inc. (COD FB Travel top)

Bev,

This invoice from Advantage can be paid.

Ted

**From:** Melissa Zebig <mzebig@advantageteamsales.com >  
**Sent:** Thursday, December 3, 2020 3:41 PM  
**To:** Brom, Theodore <bromt@cod.edu>  
**Cc:** Cipriano, Trevor <ciprianot310@cod.edu >  
**Subject:** Invoice 18416 from Advantage Team Sales Group, Inc. (COD FB Travel top)

Advantage Team Sales Group, Inc.

**Invoice** Due: 01/02/2021  
18416

Amount Due: **\$3,390.00**

COD FOOTBALL

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Advantage Team Sales Group, Inc.  
(630) 852-3170





REMIT PAYMENT TO:  
 Advantage Team Sales Group, Inc.  
 5403 Patton Drive - Unit #219  
 Lisle, IL 60532

# Invoice

Date	Invoice #
12/3/2020	18416

Bill To
College of DuPage Attn: Accounts Payable 425 Fawell Blvd Glen Ellyn, IL 60137

Ship To
College of DuPage Attn: Trevor Cipriano - Athletics 425 Fawell Blvd Glen Ellyn, IL 60137

P.O. Number	Terms	Due Date	Rep	Ship	Via	FOB	Project
370596	Net 30	1/2/2021	MZ	12/3/2020	Delivery		

Quantity	Item Code	Description	Price Each	Amount
120	DW6850	ADIDAS Team 19 Short Sleeve 1/4 Zip, black	25.75	3,090.00T
120	SCREEN1	3/S,32/M,35/L,30/XL,1/XXL,3/XXL,4/XXXL,1/4XL,1/4XXL,1/4XXXL (12/3/2020)		
1	Ship00	Application of College of Dupage Chapparrals design on left chest	2.50	300.00T
		Shipping Charges, Quick Delivery Courier Service (12/3/2020 \$67.77)	0.00	0.00
		Reference: College of Dupage Football Travel To		
		Tax Exempt # E999713391-00		

**APPROVED**  
 12/11/20 - RYAN KAISER

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**BEVERLY SMITH 12/04/20**

E-mail	mzebig@advantageteamsales.com
Phone #	630-852-3170
Fax #	630-852-3172

Subtotal	\$3,390.00
Sales Tax (0.0%)	\$0.00
<b>Total</b>	\$3,390.00
Payments/Credits	\$0.00
<b>Balance Due</b>	\$3,390.00

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Apr 19 13:35:36 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: [External] Open Invoice status  
-----

---

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Thursday, April 15, 2021 12:40 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: [External] Open Invoice status

Hi Marivic,

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Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)

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**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
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**To:** Virgilio, David <virgiliod@cod.edu>  
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rk

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Date 2/9/2021					
2/10/2021	2/10/2021	18559	\$3,912.50	BASEBALL	Check number 0277537 Check
Date 3/16/2021					
12/3/2020	12/22/2020	18403	\$3,360.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
12/3/2020	12/22/2020	18416	\$3,390.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
2/10/2021	2/11/2021	18476	\$7,118.00	FOOTBALL	Check number 0277537 Check
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1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

## Ryan Kaiser

Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 *Phone*  
(630)-942-3601 *Fax*



---

**From:** Melissa Zebig <mzebig@advantageteamsales.com>  
**Sent:** Wednesday, April 14, 2021 11:17 AM  
**To:** Kaiser, Ryan <kaiserr2964@cod.edu>; Brom, Theodore <bromt@cod.edu>  
**Subject:** RE: [External] Open Invoice status

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1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

**Ryan Kaiser**  
Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 Phone  
(630)-942-3601 Fax



---

**From:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Sent:** Wednesday, April 14, 2021 10:06 AM

**To:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>; Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>

**Subject:** RE: [External] Open Invoice status

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**Sent:** Wednesday, April 14, 2021 9:52 AM

**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Subject:** [External] Open Invoice status

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Thank you,

**Melissa Zebig**

**Advantage Team Sales Group, Inc.**

**5403 Patton Drive, Suite#219**

**Lisle, IL 60532**

**Phone (630) 852-3170**

**Fax (630) 852-3172**

[www.advantageteamsales.com](http://www.advantageteamsales.com)



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**CHAPARRALS**

**COLLEGE OF DUPAGE**

PROUDLY CELEBRATING  
15 YEARS OF BUSINESS IN 2018







Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082295  
Vendor Name: Advantage Team Sales Group  
Invoice Number: 18527  
Invoice Date: 12/22/20  
PO Number: B0370596  
Check Number: 0279322  
Check Amount: \$ 11,979.50  
Check Date: 04/19/2021  
Department ID: 12032  
Reviewer Name:  
Voucher Number: V0657709  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: Melissa Zebig <mzebig@advantageteamsales.com >  
Sent: Wed Jan 06 10:17:43 CST 2021  
To: bromt@cod.edu  
CC: invoicing@cod.edu  
Subject: Invoice 18527 from Advantage Team Sales Group, Inc. (COD BASEBALL PO# 370596)  
-----

Advantage Team Sales Group, Inc.

**Invoice** Due: 01/21/2021  
18527

Amount Due: **\$2,376.00**

COD BASEBALL – PO# 370596 - Delivered 12/22/20

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Advantage Team Sales Group, Inc.  
630-852-3170

[attachment: Inv\_18527\_from\_Advantage\_Team\_Sales\_Group\_Inc.\_19360.pdf]



REMIT PAYMENT TO:  
 Advantage Team Sales Group, Inc.  
 5403 Patton Drive - Unit #219  
 Lisle, IL 60532

# Invoice

Date	Invoice #
12/22/2020	18527

Bill To
College of DuPage Attn: Accounts Payable 425 Fawell Blvd Glen Ellyn, IL 60137

Ship To
College of DuPage Attn: Robert Wilson - Athletics 425 Fawell Blvd Glen Ellyn, IL 60137

**APPROVED**

P.O. Number	Terms	Due Date	Ref	Ship	FOB	Project
370596	Net 30	1/21/2021	MZ	12/23/2020	UPS	

**01/07/21 - RYAN KAISER**

Quantity	Item Code	Description	Price Each	Amount
48	Champro-BP91U	Champro Triple Crown Open Bottom Pant with Piping, white/black 26/M,20/L,2/XXL (shipped 12/22/2020)	24.00	1,152.00T
48	Champro-BP91	Champro Triple Crown classic baseball pant w/braid (elastic hem)white/black 26/M,20/L,2/XXL (shipped 12/22/2020)	22.00	1,056.00T
48	Champro-AS2	Champro Multi Sport Socks, black (shipped 12/22/2020)	3.50	168.00T
1	Ship00	Shipping Charges, Standard UPS Ground (12/22/2020)	0.00	0.00
Reference: College of Dupage Baseball (pants,socks) Tax Exempt # E9997-3391-06				

**INVOICE REVIEWED  
 OKAY TO PAY**

**BEVERLY SMITH 01/06/21**

E-mail	mzebig@advantageteamsales.com
Phone #	630-852-3170
Fax #	630-852-3172

Subtotal	\$2,376.00
Sales Tax (0.0%)	\$0.00
<b>Total</b>	\$2,376.00
Payments/Credits	\$0.00
<b>Balance Due</b>	\$2,376.00

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Apr 19 13:35:24 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: [External] Open Invoice status  
-----

---

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Thursday, April 15, 2021 12:40 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: [External] Open Invoice status

Hi Marivic,

Please see Dave Virgilio's e-mail below. Can you please make a stop payment, void and reissue the below checks?

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)

---

**From:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>  
**Sent:** Thursday, April 15, 2021 8:30 AM  
**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Subject:** RE: [External] Open Invoice status

Good morning Joyce, please see Ryan's email below regarding two checks cut to Advantage Team Sales Group (0276453 and 0277537). Both checks appear to be outstanding and the vendor has been having trouble locating the checks. I checked the bank website and see that both checks are indeed not cashed yet. Could be lost and in need of a void/reissue. We have sent the vendor more recent checks which *have been* cashed, so it does not appear we have an incorrect address or anything like that. My guess would be that the vendor has the checks sitting somewhere under a pile on someone's desk, or in the mail room or something... I would vote to void and reissue, and perhaps it would be a good idea to try to contact the vendor and get them set up as ACH for future payments...

Thx!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage** – Glen Ellyn, IL  
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

---



**From:** Kaiser, Ryan <kaiserr2964@cod.edu>  
**Sent:** Wednesday, April 14, 2021 5:01 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** FW: [External] Open Invoice status

Dave,

Need some help on who to direct this to. Our largest vendor in athletics has not received each of the last two checks that have been sent to them. I looked on financial management to track down the information...but they are saying they have never received these checks. Not sure what to do with this.

rk

INVOICE DATE	INVOICE E-MAIL DATE	INVOICE NUMBER	AMOUNT	CAT	
12/22/2020	1/6/2021	18527	\$2,376.00	BASEBALL	Check number 0276453 Check
Date 2/9/2021					
2/10/2021	2/10/2021	18559	\$3,912.50	BASEBALL	Check number 0277537 Check
Date 3/16/2021					
12/3/2020	12/22/2020	18403	\$3,360.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
12/3/2020	12/22/2020	18416	\$3,390.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
2/10/2021	2/11/2021	18476	\$7,118.00	FOOTBALL	Check number 0277537 Check
Date 3/16/2021					
1/19/2021	1/20/2021	18422	\$2,666.00	SOFTBALL	Check number 0276453 Check
Date 2/9/2021					
1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

## Ryan Kaiser

Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 *Phone*  
(630)-942-3601 *Fax*



---

**From:** Melissa Zebig <mzebig@advantageteamsales.com >  
**Sent:** Wednesday, April 14, 2021 11:17 AM  
**To:** Kaiser, Ryan <kaiserr2964@cod.edu>; Brom, Theodore <bromt@cod.edu>  
**Subject:** RE: [External] Open Invoice status

Thanks, Ryan. We double checked all of our received payments from COD, and we have no record of receiving these two checks. Can you get this into the right hands?

I appreciate it.

**Melissa Zebig**  
**Advantage Team Sales Group, Inc.**  
**5403 Patton Drive, Suite#219**  
**Lisle, IL 60532**  
**Phone (630) 852-3170**  
**Fax (630) 852-3172**  
[www.advantageteamsales.com](http://www.advantageteamsales.com)



DON'T FORGET TO LIKE US ON FACEBOOK!

---

**From:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>  
**Sent:** Wednesday, April 14, 2021 11:09 AM  
**To:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>; Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>  
**Subject:** RE: [External] Open Invoice status

All,

Just looked up in financial management and this is the information it provided to me. It appears all of these were paid using two checks. One that was dated 2/9/21 and the other that was dated 3/16/21.

Please confirm.

rk

INVOICE DATE	INVOICE E-MAIL DATE	INVOICE NUMBER	AMOUNT	CAT	
12/22/2020	1/6/2021	18527	\$2,376.00	BASEBALL	Check number 0276453 Check
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1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

**Ryan Kaiser**  
Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 Phone  
(630)-942-3601 Fax



---

**From:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Sent:** Wednesday, April 14, 2021 10:06 AM

**To:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>; Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>

**Subject:** RE: [External] Open Invoice status

Melissa,

I forwarded all invoices to Bev. Let's see if Ryan says we need to redo under new BO#. Also based on the new BO I know some numbers are not showing some of the orders. Can you send me what you have left for each team and I will check it against what I have.

Ted

---

**From:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>

**Sent:** Wednesday, April 14, 2021 9:52 AM

**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Subject:** [External] Open Invoice status

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Ryan/Ted,

Attached are 7 invoices that the school has not paid, yet, prior to the PO change. These were all billed to the previous PO number 370596.

Let me know what's going on with these, or if they are looking for us to re-submit these with the new number?

Thank you,

**Melissa Zebig**

**Advantage Team Sales Group, Inc.**

**5403 Patton Drive, Suite#219**

**Lisle, IL 60532**

**Phone (630) 852-3170**

**Fax (630) 852-3172**

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**CHAPARRALS**

**COLLEGE OF DUPAGE**

PROUDLY CELEBRATING  
15 YEARS OF BUSINESS IN 2018







Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082295  
Vendor Name: Advantage Team Sales Group  
Invoice Number: 18422  
Invoice Date: 01/19/21  
PO Number: B0370596  
Check Number: 0279322  
Check Amount: \$ 11,979.50  
Check Date: 04/19/2021  
Department ID: 12040  
Reviewer Name:  
Voucher Number: V0658607  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below



-----  
From: Melissa Zebig <mzebig@advantageteamsales.com >  
Sent: Wed Jan 20 14:19:19 CST 2021  
To: bromt@cod.edu,invoicing@cod.edu  
CC:  
Subject: Invoice 18422 from Advantage Team Sales Group, Inc. (COD SOFTBALL - PO# 370596)  
-----

Advantage Team Sales Group, Inc.

**Invoice** Due: 02/03/2021  
18422

Amount Due: **\$2,666.00**

COLLEGE OF DUPAGE SOFTBALL – PO# 370596

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Advantage Team Sales Group, Inc.  
(630) 852-3170

[attachment: Inv\_18422\_from\_Advantage\_Team\_Sales\_Group\_Inc.\_13300.pdf]



REMIT PAYMENT TO:  
 Advantage Team Sales Group, Inc.  
 5403 Patton Drive - Unit #219  
 Lisle, IL 60532

# Invoice

Date	Invoice #
1/19/2021	18422

Bill To
College of Dupage Attn: Accounts Payable 425 Fawell Blvd Glen Ellyn, IL 60137

Ship To
College of Dupage Attn: Ted Brom - Athletics 425 Fawell Blvd Glen Ellyn, IL 60137

**APPROVED**  
**01/25/21 - RYAN KAISER**

P.O. Number	Terms	Due Date	Rep	Ship	Via	FOB	Project
370596	Net 15	2/3/2021	KZ	1/19/2021	Advantage		

Quantity	Item Code	Description	Price Each	Amount
31	BQ6594	ADIDAS Stadium Parka, black 8/XS, 7/S, 8/M, 4/L, 4/XL (delivered 1/19/21)	78.00	2,418.00T
31	EMBROIDERY	Application of College of Dupage Softball design on left chest of above jackets	8.00	248.00T
1	Ship00	Shipping Charges, Quick Delivery Courier Service (1/19/2021 \$54.96)	0.00	0.00
Reference: College of DuPage Softball (Winter Coats)				
Tax Exempt # E9997-3391-06				
<div>INVOICE REVIEWED OKAY TO PAY BEVERLY SMITH 01/20/21</div>				
Subtotal			\$2,666.00	

E-mail	mzebig@advantageteamsales.com
Phone #	630-852-3170
Fax #	630-852-3172

<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$2,666.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,666.00

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Apr 19 13:35:30 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: [External] Open Invoice status  
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Joyce

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**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)

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phone 630.942.3028 – fax 630.942.2297

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Date 2/9/2021					
1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

## Ryan Kaiser

Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 *Phone*  
(630)-942-3601 *Fax*



---

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**Sent:** Wednesday, April 14, 2021 11:17 AM  
**To:** Kaiser, Ryan <kaiserr2964@cod.edu>; Brom, Theodore <bromt@cod.edu>  
**Subject:** RE: [External] Open Invoice status

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**Advantage Team Sales Group, Inc.**  
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**Phone (630) 852-3170**  
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**Sent:** Wednesday, April 14, 2021 11:09 AM  
**To:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>; Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>  
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1/19/2021	1/20/2021	18422	\$2,666.00	SOFTBALL	Check number 0276453 Check
Date 2/9/2021					
1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

**Ryan Kaiser**  
Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 Phone  
(630)-942-3601 Fax



---

**From:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Sent:** Wednesday, April 14, 2021 10:06 AM

**To:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>; Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>

**Subject:** RE: [External] Open Invoice status

Melissa,

I forwarded all invoices to Bev. Let's see if Ryan says we need to redo under new BO#. Also based on the new BO I know some numbers are not showing some of the orders. Can you send me what you have left for each team and I will check it against what I have.

Ted

---

**From:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>

**Sent:** Wednesday, April 14, 2021 9:52 AM

**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Subject:** [External] Open Invoice status

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Ryan/Ted,

Attached are 7 invoices that the school has not paid, yet, prior to the PO change. These were all billed to the previous PO number 370596.

Let me know what's going on with these, or if they are looking for us to re-submit these with the new number?

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**Melissa Zebig**

**Advantage Team Sales Group, Inc.**

**5403 Patton Drive, Suite#219**

**Lisle, IL 60532**

**Phone (630) 852-3170**

**Fax (630) 852-3172**

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**CHAPARRALS**

**COLLEGE OF DUPAGE**

PROUDLY CELEBRATING  
15 YEARS OF BUSINESS IN 2018









Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082295  
Vendor Name: Advantage Team Sales Group  
Invoice Number: 18535  
Invoice Date: 01/21/21  
PO Number: B0370596  
Check Number: 0279322  
Check Amount: \$ 11,979.50  
Check Date: 04/19/2021  
Department ID: 12037  
Reviewer Name:  
Voucher Number: V0658878  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: Smith, Beverly <smithb244@cod.edu>  
Sent: Tue Jan 26 11:33:53 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: Fw: Invoice 18535 from Advantage Team Sales Group, Inc. (Volleyball Mask)  
-----

Please use account number 01-30-12037-5409005 for inv. 18535 for Advantage Team Sales.

Beverly Smith  
Administrative Assistant  
Athletics and Recreational Programs  
College of DuPage

---

**From:** Brom, Theodore  
**Sent:** Tuesday, January 26, 2021 11:23 AM  
**To:** Smith, Beverly  
**Subject:** FW: Invoice 18535 from Advantage Team Sales Group, Inc. (Volleyball Mask)

Bev,

This invoice for volleyball from Advantage can be paid. All was received.

Ted

---

**From:** Melissa Zebig <mzebig@advantageteamsales.com>  
**Sent:** Tuesday, January 26, 2021 10:46 AM  
**To:** Brom, Theodore <bromt@cod.edu>; Invoicing <invoicing@cod.edu>  
**Subject:** Invoice 18535 from Advantage Team Sales Group, Inc. (Volleyball Mask)

Advantage Team Sales Group, Inc.

**Invoice** Due: 02/20/2021  
18535

Amount Due: **\$187.50**

COD Volleyball (PO# 370596) DELIVERED 1/11/21

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Advantage Team Sales Group, Inc.  
(630) 852-3170

[attachment: Inv\_18535\_from\_Advantage\_Team\_Sales\_Group\_Inc.\_7240.pdf]



REMIT PAYMENT TO:  
 Advantage Team Sales Group, Inc.  
 5403 Patton Drive - Unit #219  
 Lisle, IL 60532

# Invoice

Date	Invoice #
1/21/2021	18535

Bill To
College of Dupage Attn: Purchasing Manager 425 Fawell Blvd. Glen Ellyn, IL 60137

Ship To
ColCollege of Dupage Attn: Ted Brom-Athletics 425 Fawell Blvd. Glen Ellyn, IL 60137

P.O. Number	Terms	Due Date	Rep	Ship	Via	FOB	Project
370596	Net 30	2/20/2021	MZ	1/11/2021	Delivery		

Quantity	Item Code	Description	Price Each	Amount
30	AllesonJB1MKA	Alleson Chromogear one-ply mask (custom Chaparrals) (delivered 1/11/2021)  Reference: College of DuPage Volleyball (mask #2) Tax Exempt # E9997-3391-06	6.25	187.50T
<div style="border: 2px solid green; padding: 10px; text-align: center;"> <p><b>APPROVED</b></p> <p><b>01/29/21 - RYAN KAISER</b></p> <p><b>INVOICE REVIEWED</b></p> <p><b>OKAY TO PAY</b></p> <p><b>BEVERLY SMITH 01/26/21</b></p> </div>				
Subtotal				\$187.50

E-mail	mzebig@advantageteamsales.com
Phone #	630-852-3170
Fax #	630-852-3172

Sales Tax (0.0%)	\$0.00
<b>Total</b>	\$187.50
Payments/Credits	\$0.00
<b>Balance Due</b>	\$187.50

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Apr 19 13:35:40 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: [External] Open Invoice status  
-----

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**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Thursday, April 15, 2021 12:40 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: [External] Open Invoice status

Hi Marivic,

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Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)

---

**From:** Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>  
**Sent:** Thursday, April 15, 2021 8:30 AM  
**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Subject:** RE: [External] Open Invoice status

Good morning Joyce, please see Ryan's email below regarding two checks cut to Advantage Team Sales Group (0276453 and 0277537). Both checks appear to be outstanding and the vendor has been having trouble locating the checks. I checked the bank website and see that both checks are indeed not cashed yet. Could be lost and in need of a void/reissue. We have sent the vendor more recent checks which *have been* cashed, so it does not appear we have an incorrect address or anything like that. My guess would be that the vendor has the checks sitting somewhere under a pile on someone's desk, or in the mail room or something... I would vote to void and reissue, and perhaps it would be a good idea to try to contact the vendor and get them set up as ACH for future payments...

Thx!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage** – Glen Ellyn, IL  
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

---

**From:** Kaiser, Ryan <kaiserr2964@cod.edu>  
**Sent:** Wednesday, April 14, 2021 5:01 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** FW: [External] Open Invoice status

Dave,

Need some help on who to direct this to. Our largest vendor in athletics has not received each of the last two checks that have been sent to them. I looked on financial management to track down the information...but they are saying they have never received these checks. Not sure what to do with this.

rk

INVOICE DATE	INVOICE E-MAIL DATE	INVOICE NUMBER	AMOUNT	CAT	
12/22/2020	1/6/2021	18527	\$2,376.00	BASEBALL	Check number 0276453 Check
Date 2/9/2021					
2/10/2021	2/10/2021	18559	\$3,912.50	BASEBALL	Check number 0277537 Check
Date 3/16/2021					
12/3/2020	12/22/2020	18403	\$3,360.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
12/3/2020	12/22/2020	18416	\$3,390.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
2/10/2021	2/11/2021	18476	\$7,118.00	FOOTBALL	Check number 0277537 Check
Date 3/16/2021					
1/19/2021	1/20/2021	18422	\$2,666.00	SOFTBALL	Check number 0276453 Check
Date 2/9/2021					
1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

## Ryan Kaiser

Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 *Phone*  
(630)-942-3601 *Fax*



---

**From:** Melissa Zebig <mzebig@advantageteamsales.com>  
**Sent:** Wednesday, April 14, 2021 11:17 AM  
**To:** Kaiser, Ryan <kaiserr2964@cod.edu>; Brom, Theodore <bromt@cod.edu>  
**Subject:** RE: [External] Open Invoice status

Thanks, Ryan. We double checked all of our received payments from COD, and we have no record of receiving these two checks. Can you get this into the right hands?



I appreciate it.

**Melissa Zebig**  
**Advantage Team Sales Group, Inc.**  
**5403 Patton Drive, Suite#219**  
**Lisle, IL 60532**  
**Phone (630) 852-3170**  
**Fax (630) 852-3172**  
[www.advantageteamsales.com](http://www.advantageteamsales.com)



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**From:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>  
**Sent:** Wednesday, April 14, 2021 11:09 AM  
**To:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>; Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>  
**Subject:** RE: [External] Open Invoice status

All,

Just looked up in financial management and this is the information it provided to me. It appears all of these were paid using two checks. One that was dated 2/9/21 and the other that was dated 3/16/21.

Please confirm.

rk

INVOICE DATE	INVOICE E-MAIL DATE	INVOICE NUMBER	AMOUNT	CAT	
12/22/2020	1/6/2021	18527	\$2,376.00	BASEBALL	Check number 0276453 Check
Date 2/9/2021					
2/10/2021	2/10/2021	18559	\$3,912.50	BASEBALL	Check number 0277537 Check
Date 3/16/2021					
12/3/2020	12/22/2020	18403	\$3,360.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
12/3/2020	12/22/2020	18416	\$3,390.00	FOOTBALL	Check number 0276453 Check
Date 2/9/2021					
2/10/2021	2/11/2021	18476	\$7,118.00	FOOTBALL	Check number 0277537 Check
Date 3/16/2021					
1/19/2021	1/20/2021	18422	\$2,666.00	SOFTBALL	Check number 0276453 Check
Date 2/9/2021					
1/21/2021	1/26/2021	18535	\$187.50	VOLLEYBALL	Check number 0276453 Check
Date 2/9/2021					

ALL ABOVE BILLED to PO# 370596

**Ryan Kaiser**  
Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 Phone  
(630)-942-3601 Fax



---

**From:** Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Sent:** Wednesday, April 14, 2021 10:06 AM

**To:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>; Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>

**Subject:** RE: [External] Open Invoice status

Melissa,

I forwarded all invoices to Bev. Let's see if Ryan says we need to redo under new BO#. Also based on the new BO I know some numbers are not showing some of the orders. Can you send me what you have left for each team and I will check it against what I have.

Ted

---

**From:** Melissa Zebig <[mzebig@advantageteamsales.com](mailto:mzebig@advantageteamsales.com)>

**Sent:** Wednesday, April 14, 2021 9:52 AM

**To:** Kaiser, Ryan <[kaiserr2964@cod.edu](mailto:kaiserr2964@cod.edu)>; Brom, Theodore <[bromt@cod.edu](mailto:bromt@cod.edu)>

**Subject:** [External] Open Invoice status

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Ryan/Ted,

Attached are 7 invoices that the school has not paid, yet, prior to the PO change. These were all billed to the previous PO number 370596.

Let me know what's going on with these, or if they are looking for us to re-submit these with the new number?

Thank you,

**Melissa Zebig**

**Advantage Team Sales Group, Inc.**

**5403 Patton Drive, Suite#219**

**Lisle, IL 60532**

**Phone (630) 852-3170**

**Fax (630) 852-3172**

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