

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1268234
Vendor Name: 4 All Promos
Invoice Number: 661615
Invoice Date: 04/09/21
PO Number: PO368005
Check Number: E0084223
Check Amount: \$ 1,509.04
Check Date: 04/21/2021
Department ID: 14145
Reviewer Name: Shawn Maisch
Voucher Number: V0672378
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Maisch, Shawn <maischs@cod.edu>
Sent: Mon Apr 12 19:56:41 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Fw: [External] 4AllPromos invoice for order #661615

This invoice was just resent to me. It has been sitting in my cost center's (#14145) advertising encumbrance budget area. Please let me know if you have any questions.

Thank you for your help.
Shawn

Shawn Maisch
Naperville Center Supervisor
(630) 942-4709
cell: (630) 204-4800

APPROVED
04/14/21 - TASHENA BRIGGS

From: stephen@4allpromos.com <stephen@4allpromos.com>
Sent: Friday, April 9, 2021 11:16 AM
To: Maisch, Shawn <maischs@cod.edu>
Subject: [External] 4AllPromos invoice for order #661615

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.

Invoice #661615

 **Sales Rep: Stephen Pistel -**
stephen@4allpromos.com

4AllPromos
50 West Ave.
Essex, CT 06426
1-866-732-3386

Purchasing Information:

E-mail Address: wallacem282@cod.edu

Billing Address:
COLLEGE OF DUPAGE
FRAN WALLACE
1223 RICKERT DRIVE
NAPERVILLE, IL 60540

Billing Phone:
630-942-4700

Order Grand Total: \$1,509.04

Payment Method: Check

Order Summary:

Shipping Address:

COLLEGE OF DUPAGE
FRAN WALLACE
1223 RICKERT DRIVE
NAPERVILLE, IL 60540

Shipping Phone:
630-942-4700

INVOICE REVIEWED
OKAY TO PAY
SHAWN MAISCH 04/14/21

Shipping Details:

Order #: 661615
Order Date: 11/13/2019 - 10:49am
Shipping Method: UPS Ground
Products Subtotal: \$1,327.00
UPS Ground: \$182.04
Subtotal excluding taxes: \$1,509.04
Sales Tax: \$0.00

Total for this Order: \$1,509.04

Products on order:

500 x Hot/Cold Wrist Rest - \$730.00 (\$1.46 each)
SKU: 159-WHF-WR14
5 Day Production

Color: Green
Imprint Color: 1 White
1 x One time setup charge for Hot/Cold Wrist Rest, SKU: 159-WHF-WR14 (per imprint color) - \$55.00 - \$55.00
SKU: setup

600 x Hand Sanitizer Spray 10ml - \$492.00 (\$0.82 each)
SKU: 340-PC177
7 Day Production

- Colors: Green
- Imprint Type: Full color

1 x Imprint set-up charge for Hand Sanitizer Spray 10ml, SKU: 340-PC177 - \$50.00 - \$50.00
SKU: setup

Where can I get help with reviewing my order?

To learn more about managing your orders on [4AllPromos](#), please give us a call!
Please note: This e-mail message is an automated notification. Please do not reply to this message.

Thanks again for shopping with us.

4AllPromos

Promotional Imprinted Products

Thank you for your business! Please let us know if you have any questions with your order – we want to make sure you are 100% satisfied!!



From: Maisch, Shawn <maischs@cod.edu>
Sent: Tue Apr 13 15:55:00 CDT 2021
To: invoicing@cod.edu
CC:
Subject: RE: Invoice requires your review

I just returned an invoice as complete, but I sent it before I added the PO number in the comments. It is vendor #1268234, Invoice #661615, PO368005.

I apologize. Let me know if you have any questions or just send it back if needed.
Thanks,
Shawn

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

From: ImageNow@cod.edu
Sent: Tuesday, April 13, 2021 2:44 PM
To: Maisch, Shawn
Subject: Invoice requires your review

Please review the Invoice below which has been assigned to you as a result of your being the designated department reviewer for the General Ledger Account assigned to the Purchase Order.

By reviewing this task, you are (1) acknowledging complete (or partial) receipt of the goods and/or services; or (2) returning the invoice to Accounts Payable because the invoice does not pertain to your department or that goods/services were incomplete.

Please click the link below to view all invoices needing your attention.
<https://contentweb.cod.edu:8443/#tasks/view/SysTaskMyAssigned>