

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082288

Vendor Name: Adobe Systems Incorporated

Invoice Number: 1414499945

Invoice Date: 05/27/21

PO Number:

Check Number: E0084974

Check Amount: \$ 430.65

Check Date: 06/08/2021

Department ID: 90111

Reviewer Name:

Voucher Number: V0684051

Redaction Type: None

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

Document Below

-----  
**From:** Accounts Payable <acctpay@cod.edu>  
**Sent:** Wed Jun 02 23:54:15 CDT 2021  
**To:** invoicing@cod.edu  
**CC:**  
**Subject:** FW: pay a vendor  
-----

---

**From:** Zeitz, Keith <zeitzk@cod.edu>  
**Sent:** Wednesday, June 2, 2021 2:45 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** FW: pay a vendor

Please see attached.

---

**From:** Berliner, Donna <berliner@cod.edu>  
**Sent:** Wednesday, June 2, 2021 2:45 PM  
**To:** Zeitz, Keith <zeitzk@cod.edu>  
**Subject:** RE: pay a vendor

Keith – signed version is attached.

---

**From:** Zeitz, Keith <zeitzk@cod.edu>  
**Sent:** Wednesday, June 2, 2021 2:10 PM  
**To:** Berliner, Donna <berliner@cod.edu>  
**Subject:** pay a vendor

Donna,

The Adobe Invoice for our on-campus software came in missing two items. When I asked Adobe about this, they sent a second invoice for the remaining items. I contacted Accounts Payable about payment, and they suggested that I use the PO to pay the main invoice (that's done) and use Pay a vendor to cover the remaining \$430.65 on the second invoice.

Can you please sign page 1 and 3 of the attachment and return it to me? The email from accounts payable is included in the attachment.

Keith Zeitz  
Manager, Office and Classroom Technology  
Information Technology College of DuPage  
425 Fawell Blvd Glen Ellyn, IL 60137  
630-942-3811 [zeitzk@cod.edu](mailto:zeitzk@cod.edu)

[attachment: adobe invoice Binder1.pdf]

**From:** [acctpay@cod.edu](mailto:acctpay@cod.edu)  
**To:** [Zeitz, Keith](#)  
**Subject:** Voucher Confirmation: V0684051  
**Date:** Wednesday, June 2, 2021 1:45:52 PM

---

----- WARNINGS -----

The invoice number has already been entered on a voucher for this vendor

----- END of WARNINGS -----

Voucher Number V0684051  
Voucher Status In Progress (Unfinished)

Requestor Name Mr Keith J. Zeitz

Voucher Date 06/02/21  
Due Date 06/03/21  
Vendor ID and/or Name 1082288 Adobe Systems Incorporated  
AP Type IM Invoices < \$15,000  
Voucher Total \$430.65

ITEM 1

Item Description Premiere Elements ETLA  
Quantity 10.000  
Price \$20.7900  
Extended Price \$207.90  
GL Distribution 01-90-90111-5409002  
Tax Info

ITEM 2

Item Description Photoshop Elements ETLA  
Quantity 25.000  
Price \$8.9100  
Extended Price \$222.75  
GL Distribution 01-90-90111-5409002  
Tax Info

COMMENTS

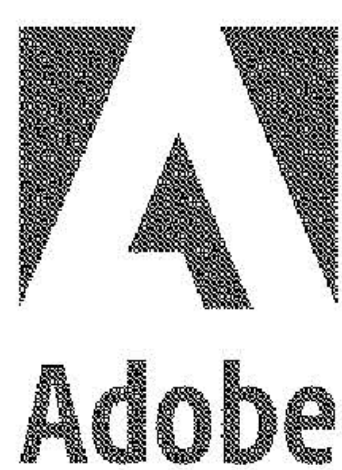
APPROVAL                      DATE

NEXT APPROVALS

Approved - 6/2/2021

*Donna Berliner*





Adobe Inc.  
345 Park Avenue  
San Jose CA 95110-2704  
United States  
Federal Tax ID: 77-0019522

ORIGINAL

#### Invoice Information

Invoice Number 1414499945  
Invoice Date 27-MAY-2021  
Payment Terms Net 30 days  
Invoice Due Date 26-JUN-2021  
Purchase order# 372319  
Currency USD

#### Bill To

COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708  
United States

#### Ship To

COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137  
United States  
Company ID : 84019495

**AP VERIFIED**  
**06/03/21 - MARIA ZERRUDO**

#### Sold To

COLLEGE OF DUPAGE  
United States  
Company ID : 1459127

## INVOICE

### Item Details

Agreement Number: DR2441022

SKU	PRODUCT DESCRIPTION	SERVICE TERM	QTY UOM/METRIC	UNIT PRICE	EXT.PRICE	TAX RATE	TAXES	TOTAL
65256861MA	Premiere Elements ALL MLP Term w Maint & Gold ALL 1S ETLA	27-MAY-2021 to 26-MAY-2022	10 EA	20.79	207.90	0%	0.00	207.90
65256776MA	Photoshop Elements ALL MLP Term w Maint & Gold ALL 1S ETLA	27-MAY-2021 to 26-MAY-2022	25 EA	8.91	222.75	0%	0.00	222.75

### Invoice Total

Approved - 6/2/2021

*Donna Berliner*

EXTENDED PRICE (USD) 430.65

TAXES (SEE DETAILS FOR RATES) 0.00

GRAND TOTAL DUE (USD) 430.65

#### Comments:

#### Payment by Check

Adobe Inc.  
29322 Network Place  
Chicago, IL 60673-1293

#### Payment By Wire / ACH

Bank: JPM Chase/ Acct#: 100081931  
ABA: 021000021/ SWIFT: CHASUS33

#### Billing Contact

Linnette Orozco 1-385-345-2476  
orozco@adobe.com

Remittance information should be sent to remittance@adobe.com

Thank you for your business!



-----  
From: Adobe Credit Management <usar@adobe.com>  
Sent: Thu May 27 02:41:24 CDT 2021  
To: wongken@cod.edu, invoicing@cod.edu  
CC: usar@adobe.com  
Subject: [External] Adobe Invoice No. 1414499945  
-----

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.

Dear Valued Customer,

Attached is a copy of your Adobe Invoice. In order to open this invoice, you will need to have the most current version of Adobe Acrobat Reader installed on your computer. If you do not have the most current version of Acrobat Reader, please go to <http://www.adobe.com/products/acrobat/readstep.html> and download a free copy.

If you find any problems with this Invoice or if you need to update the bill to contact, please advise your Adobe credit contact. The Adobe credit contact that handles your account is contained on your Invoice.

Thank You,

Adobe Credit Management

Do not reply to this message, it will not be received.

[attachment: 1414499945.pdf]

**From:** [Accounts Payable](#)  
**To:** [Zeitz, Keith](#)  
**Subject:** RE: Invoice - Adobe - \$84,612.00 and \$430.65  
**Date:** Friday, May 28, 2021 11:07:15 AM

---

Hello,

No, with only a line item of QTY 1 we can only process 1 invoice against it. I suggest using PO for larger invoice and submitting a voucher under \$500 for the \$493 invoice.

Thanks  
Accounts Payable

---

**From:** Zeitz, Keith <[zeitzk@cod.edu](mailto:zeitzk@cod.edu)>  
**Sent:** Friday, May 28, 2021 10:47 AM  
**To:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>  
**Subject:** FW: Invoice - Adobe - \$84,612.00 and \$430.65

Will it be possible for you to pay both of these Adobe invoices? I was expecting only one invoice for the entire amount but they sent two instead?

It's PO372319.

I ask because the PO has only one line item.

Please let me know. Thanks.

---

**From:** Kulig, Richard <[kuligr@cod.edu](mailto:kuligr@cod.edu)>  
**Sent:** Thursday, May 27, 2021 11:52 AM  
**To:** Zeitz, Keith <[zeitzk@cod.edu](mailto:zeitzk@cod.edu)>  
**Subject:** Invoice - Adobe - \$84,612.00

Let me know when you want this approved.



Adobe Inc.  
345 Park Avenue  
San Jose CA 95110-2704  
United States  
Federal Tax ID: 77-0019522

ORIGINAL

#### Invoice Information

Invoice Number 1414499945  
Invoice Date 27-MAY-2021  
Payment Terms Net 30 days  
Invoice Due Date 26-JUN-2021  
Purchase order# 372319  
Currency USD

#### Bill To

**COLLEGE OF DUPAGE**  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708  
United States

#### Ship To

**COLLEGE OF DUPAGE**  
425 FAWELL BLVD  
GLEN ELLYN IL 60137  
United States  
Company ID : 84019495

#### Sold To

**COLLEGE OF DUPAGE**  
United States  
Company ID : 1459127

# INVOICE

## Item Details

Agreement Number: DR2441022

SKU	PRODUCT DESCRIPTION	SERVICE TERM	QTY	UOM/METRIC	UNIT PRICE	EXT.PRICE	TAX RATE	TAXES	TOTAL
65256861MA	Premiere Elements ALL MLP Term w Maint & Gold ALL 1S ETLA	27-MAY-2021 to 26-MAY-2022	10	EA	20.79	207.90	0%	0.00	207.90
65256776MA	Photoshop Elements ALL MLP Term w Maint & Gold ALL 1S ETLA	27-MAY-2021 to 26-MAY-2022	25	EA	8.91	222.75	0%	0.00	222.75

## Invoice Total

EXTENDED PRICE (USD) 430.65

TAXES (SEE DETAILS FOR RATES) 0.00

GRAND TOTAL DUE (USD) 430.65

#### Comments:

#### Payment by Check

Adobe Inc.  
29322 Network Place  
Chicago, IL 60673-1293

#### Payment By Wire / ACH

Bank: JPM Chase/ Acct#: 100081931  
ABA: 021000021/ SWIFT: CHASUS33

#### Billing Contact

Linnette Orozco 1-385-345-2476  
orozco@adobe.com

Remittance information should be sent to remittance@adobe.com

Thank you for your business!

-----  
From: Adobe Credit Management <usar@adobe.com>  
Sent: Thu May 27 02:41:24 CDT 2021  
To: wongken@cod.edu, invoicing@cod.edu  
CC: usar@adobe.com  
Subject: [External] Adobe Invoice No. 1414499945  
-----

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.

Dear Valued Customer,

Attached is a copy of your Adobe Invoice. In order to open this invoice, you will need to have the most current version of Adobe Acrobat Reader installed on your computer. If you do not have the most current version of Acrobat Reader, please go to <http://www.adobe.com/products/acrobat/readstep.html> and download a free copy.

If you find any problems with this Invoice or if you need to update the bill to contact, please advise your Adobe credit contact. The Adobe credit contact that handles your account is contained on your Invoice.

Thank You,

Adobe Credit Management

Do not reply to this message, it will not be received.

[attachment: 1414499945.pdf]