

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1632074

Vendor Name: Alopex LLC

Invoice Number: 1550106114429023

Invoice Date: 05/11/21

PO Number: P0374095

Check Number: 0282851

Check Amount: \$ 5,542.00

Check Date: 07/13/2021

Department ID: 02738

Reviewer Name:

Voucher Number: V0689270

Redaction Type: None

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

Document Below

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Wed Jul 07 12:36:41 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: [External] Re: Invoices  
-----

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**From:** Cody Phillips from Puzzle Break <booking@puzzlebreak.com>  
**Sent:** Wednesday, July 7, 2021 10:49 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** [External] Re: Invoices

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.

Howdy Maria,  
Those were earlier invoices and since have been edited. Please see attached final invoices for the first two groups which I'll forward these over to Invoicing. My apologies for the confusion, but we should be all good moving forward.

Cheers,  
Cody

**Puzzle Break**



America's very first escape room company!  
[www.puzzlebreak.us](http://www.puzzlebreak.us)

On Wed, Jul 7, 2021 at 6:35 AM, Zerrudo, Maria <zerrudom@cod.edu> wrote:

Hi Cody,

Reaching out to you regarding the 2 attached invoices.

Noticed that the description and amount of the 2 invoices are similar. Although 1 invoice has an invoice number and the other one just a PO number.

Can you please confirm?

Also, we request that all invoices submitted to [invoicing@cod.edu](mailto:invoicing@cod.edu) have an assigned invoice number moving forward aside from the PO number.

Invoice number is important so we can properly document everything and also for accounting purposes.

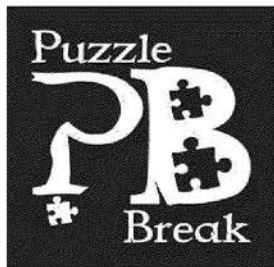
Thank you

Marivic Zerrudo

Accounts Payable Team Leader  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone: (630)942-2601  
[zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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[attachment: Invoice - JustinWagner5.11.21.Group2- 1.pdf]



COD PO#374095

Date: 5/11/2021

Sold To College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Payment Method	Invoice Number
	1550106114429023

Qty	Description	Unit Price	Line Total
64	Puzzle Break Event (Virtual Escape Room Group 1, AM)	\$30.00	\$1920.00
1	Education Discount	-\$320.00	-\$320.00
66	Puzzle Break Event #2 (Virtual Escape Room Group 1, PM)	\$30.00	\$1980.00
1	Education Discount	-\$330.00	-\$330.00
1	Multi-escape Discount	-\$390.00	-\$390.00
Total(USD)			\$2860.00
Total Paid(USD)			\$0.00
Total Due(USD)			\$2860.00

*Thank you for your business!*

Alopex LLC (dba Puzzle Break) 300 Lenora Street #163, Seattle, WA 98121  
info@puzzlebreak.com

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From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Thu Jul 08 09:33:33 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Invoices for PO 373931, 374095, 374094  
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**From:** Cabay, Susan <cabays@cod.edu>  
**Sent:** Wednesday, July 7, 2021 3:37 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Cc:** Ho, Ben <hob@cod.edu>; Fay, Kristine <faykris@cod.edu>  
**Subject:** RE: Invoices for PO 373931, 374095, 374094

Hi Marivic,

Sorry for the confusion. Thank you for processing the 2 corrected invoices. The 3<sup>rd</sup> one for PO373931 will be sent later after the event takes place.

Thanks,

Sue

Sue Cabay  
Business & Applied Technology  
College of DuPage

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**Sent:** Wednesday, July 7, 2021 3:14 PM  
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Sue,

I re-submitted 2 invoices in Perceptive a few minutes ago for PO374094 and PO374095.

Received the 2 corrected invoices for these POs.  
PO374094 – corrected amount \$ 2,682.00  
PO374095 – corrected amount \$ 2,860.00

I have not received the corrected invoice for PO373931.

Thanks

Marivic Zerrudo

Accounts Payable Team Leader  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone: (630)942-2601  
[zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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Marivic,  
This is for Alopex LLC.

Thanks  
Accounts Payable

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**Cc:** Cabay, Susan <[cabays@cod.edu](mailto:cabays@cod.edu)>; Chen, Tony <[chento@cod.edu](mailto:chento@cod.edu)>; Wagner, Justin <[wagnerju@cod.edu](mailto:wagnerju@cod.edu)>  
**Subject:** Invoices for PO 373931, 374095, 374094

Hello A/P Lead,

Please do not pay the invoices related to the PO's in the Subject Line above. Revised invoices are on their way.

Thanks.

Ben

Information:

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Vendor Number: 1632074

Vendor Name: Alopex LLC

Invoice Number: 1550106117069315

Invoice Date: 05/11/21

PO Number: P0374094

Check Number: 0282851

Check Amount: \$ 5,542.00

Check Date: 07/13/2021

Department ID: 02737

Reviewer Name:

Voucher Number: V0689348

Redaction Type: None

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

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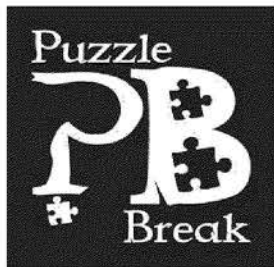
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Glen Ellyn, IL 60137  
Phone: (630)942-2601  
[zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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[attachment: Invoice - JustinWagner5.11.21.Group1- 1.pdf]



COD PO#374094

Date: 5/11/2021

Sold To College of DuPage Shipping &  
Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Payment Method	Invoice Number
	1550106117069315

Qty	Description	Unit Price	Line Total
78	Puzzle Break Event (Virtual Escape Room Group 1, AM)	\$30.00	\$2340.00
1	Education Discount	-\$390.00	-\$360.00
48	Puzzle Break Event #2 (Virtual Escape Room Group 1, PM)	\$30.00	\$1440.00
1	Education Discount	-\$240.00	-\$360.00
1	Multi-escape Discount	-\$378.00	-\$378.00
Total(USD)			\$2682.00
Total Paid(USD)			\$0.00
Total Due(USD)			\$2682.00

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Alopex LLC (dba Puzzle Break) 300 Lenora Street #163, Seattle, WA 98121  
info@puzzlebreak.com

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