

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1455501

Vendor Name: Clare Britt

Invoice Number: 0000015

Invoice Date: 03/29/21

PO Number: P0374277

Check Number: 0282875

Check Amount: \$ 1,850.00

Check Date: 07/13/2021

Department ID: 12301

Reviewer Name:

Voucher Number: V0688245

Redaction Type: None

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

Document Below

-----  
From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Thu Jun 24 21:31:14 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Inv Clare Britt #0000015 \$600.00  
-----

Please pay the attached invoice. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Britt, Clare Inv 0000015 600.00 03-29-21 Headshots.pdf]



**Clare Britt**  
1357 North Maplewood Avenue  
Chicago, Illinois 60622-2829  
United States  
clare@clarebritt.com  
Phone: 3125059260

FY21

PO# 374277  
Line 1 600.00  
01-30-12301-5309004

Invoice #0000015

Date of Issue: Mar 29, 2021  
Due Date: Apr 29, 2021

**APPROVED**

*By Ellen McGowan at 6:18 pm, Jun 24, 2021*

Customer Info:

**Justin College of Dupage**  
wittej259@cod.edu

Curator Portraits

**AP VERIFIED**

Product or Service	Price	Quantity	Line Total
Professional Headshot	\$300.00	2	\$600.00

**07/08/21 - MARIA ZERRUDO**

01-30-12301-5309004  
600.00  
485 Photographer NONE

Subtotal \$600.00

Invoice Total \$600.00

Amount Paid \$0.00

Balance **\$600.00**

Notes

Images delivered via WeTransfer

Portraits of Diana Martinez

Portraits of Justin Witte

-----  
From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Thu Jul 08 12:42:26 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: FY21 Funds to Pay Britt, Claire Invoice #0000015  
-----

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**From:** Stella, Antoinette <stellaa212@cod.edu>  
**Sent:** Thursday, July 8, 2021 12:20 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Cc:** Stella, Antoinette <stellaa212@cod.edu>; McGowan, Ellen <mcgowan@cod.edu>; Brady, Scott <bradys310@cod.edu>  
**Subject:** FW: FY21 Funds to Pay Britt, Claire Invoice #0000015  
**Importance:** High

Good afternoon Maria,

Please override the system and pay the attached invoice.

Thank you,

**Toni Stella**  
**Budget Analyst | Budget Office**  
**College of DuPage**  
425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA  
Phone 630.942.3271 | [stellaa212@cod.edu](mailto:stellaa212@cod.edu)

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**From:** McGowan, Ellen <mcgowan@cod.edu>  
**Sent:** Thursday, July 8, 2021 11:20 AM  
**To:** Stella, Antoinette <stellaa212@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FY21 Funds to Pay Britt, Claire Invoice #0000015  
**Importance:** High

Hi Toni,

Can you please give permission for Marivic to override FY21 budget 01-30-12301-5309004 in order to pay an invoice of \$600. Attached for your review. I could not move funds due to year end.

Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage

425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Britt, Claire Invoice GL# Over Budget.pdf]

## Properties

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name : 321Z56S\_04VVBSDE001WX0

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drawer : Accounts Payable - Invoices

drawerId : 301YX1H\_004S4J7G200392L

field1 : 1455501

field2 : Clare Britt

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field3 : 0000015

field4 : 03/29/21

field5 : P0374277

documentType : AP Invoice

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documentTypeId : 301YX1H\_004S4W7G2003BDM

-----  
From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Thu Jun 24 21:31:14 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Inv Clare Britt #0000015 \$600.00  
-----

Please pay the attached invoice. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Britt, Clare Inv 0000015 600.00 03-29-21 Headshots.pdf]



**Clare Britt**  
1357 North Maplewood Avenue  
Chicago, Illinois 60622-2829  
United States  
clare@clarebritt.com  
Phone: 3125059260

FY21

PO# 374277  
Line 1 600.00  
01-30-12301-5309004

Invoice #0000015

Date of Issue: Mar 29, 2021  
Due Date: Apr 29, 2021

**APPROVED**

*By Ellen McGowan at 6:18 pm, Jun 24, 2021*

Customer Info:

**Justin College of Dupage**  
wittej259@cod.edu

PO374277 (GL 01-30-12301-5309004) IS OVER BUDGET BY \$ 569.31

Curator Portraits

**INSUFFICIENT FUNDS IN  
GL TO PAY INVOICE**

Product or Service	Price	Quantity	Line Total
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Professional Headshot	\$300.00	2	\$600.00
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01-30-12301-5309004  
600.00  
485 Photographer NONE

Subtotal \$600.00

Invoice Total \$600.00

Amount Paid \$0.00

Balance **\$600.00**

Notes

Images delivered via WeTransfer

Portraits of Diana Martinez  
Portraits of Justin Witte



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1455501

Vendor Name: Clare Britt

Invoice Number: 0000016

Invoice Date: 06/08/21

PO Number: P0374277

Check Number: 0282875

Check Amount: \$ 1,850.00

Check Date: 07/13/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0688246

Redaction Type: None

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

Document Below

-----  
From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Thu Jun 24 21:31:18 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Inv Britt, Clare #0000016 \$1250.00  
-----

Please process the attached invoice for FY21. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Britt, Clare Inv 0000016 1250.00 06-08-21 Frida Artwork Doc.pdf]



**Clare Britt**  
1357 North Maplewood Avenue  
Chicago, Illinois 60622-2829  
United States  
clare@clarebritt.com  
Phone: 3125059260

FY21

PO# 374277  
Line 2 1250.00  
05-60-11999-5309004

Invoice #0000016

Date of Issue: Jun 8, 2021  
Due Date: Jul 8, 2021

**APPROVED**

*By Ellen McGowan at 6:26 pm, Jun 24, 2021*

Customer Info:  
**Justin College of Design**  
wittej259@cod.edu

**AP VERIFIED**  
**06/28/21 - MARIA ZERRUDO**

Friday Khalo Exhibition Photography May 2021

Product or Service	Price	Quantity	Line Total
Art work documentation One hour worth of on location photography service. Includes Tiff files and High Res Jpegs with Digital Transfer	\$250.00	5	\$1,250.00

05-60-11999-5309004  
1250.00  
485 Photographer G20\_KAHLO

Subtotal	\$1,250.00
Invoice Total	\$1,250.00
Amount Paid	\$0.00

Balance **\$1,250.00**

**Notes**

May 24th, 2021 11am - 2pm (3hr)  
x8 RUSH images delivered May 25th  
x99 Images delivered May 27th  
May 28th, 2021 2pm - 3:30 pm (1.5 hr)  
x48 Images delivered June 8th

