

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083469
Vendor Name: Cambridge Educational
Invoice Number: 239507
Invoice Date: 07/01/21
PO Number: B0370341
Check Number: 0282878
Check Amount: \$ 170.82
Check Date: 07/13/2021
Department ID: 68001
Reviewer Name:
Voucher Number: V0690090
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Ivan Zdero <zdero@cambridgeed.com>
Sent: Fri Jul 02 08:09:19 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Invoice

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 attached.

Ivan Zdero
Accounting
Cambridge Educational Services
Office: 847-299-2930 ext. 235
Fax: 847-299-2933
www.cambridgeed.com

[attachment: invoice.pdf]

Cambridge Educational Services, Inc.

2860 River Road, Suite 400
Des Plaines, Illinois 60018
ph: 847-299-2930 • fx: 847-299-2933

**PLEASE REMIT TO:**

Cambridge Educational Services
2860 River Road, Suite 400
Des Plaines, IL 60018

Invoice #**239507**

Order Date
7/1/2021

Sold To:

Yvonne Bedford
Administrative Assistant
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

Shipped To:

:Jack Crouch
22w071 Glen Park Rd
Glen Ellyn, IL 60137

CUSTOMER ACCOUNT
College of DuPage

PO NUMBER
VERBAL-YB

INVOICE DATE
7/1/2021

Product Number & Name	Quantity	Price	Total
gm19-1-1909 iGMAT Studio Online Course-SFNT	1	\$104.950	\$104.95
gm03-8-2017 iGMAT Test C (pre) + IR	1	\$7.950	\$7.95
gm03-8-2018 iGMAT Test B (pre) + IR	1	\$7.950	\$7.95
gm03-20-1448 iGMAT Official Guide for 2020	1	\$36.950	\$36.95
zz14-0-1946 iCredit Premiere Partners Club - Bronze	1	-\$0.790	-\$0.79

APPROVED 07/07/21
DANIEL DEASY

INVOICE REVIEWED
OKAY TO PAY
YVONNE BEDFORD 07/07/21

Sub-Total	\$157.01
Shipping & Handling	\$13.81
Invoice Total	\$170.82
Current Payment	
Interest	

PAY THIS AMOUNT: **\$170.82**

Shipped Via:

FedEx Ground

Return Authorization Policy:

**You must call 847-299-2930 within
30 days of Order Date**

No cash refunds on returned materials (\$4 restocking fee per item). **TO RECEIVE A CREDIT WHICH MUST BE USED WITHIN ONE YEAR ON A FUTURE ORDER, MATERIALS MUST BE RETURNED UNUSED WITHIN 30 DAYS OF ORDER DATE.** No returns or exchanges on CDs or diagnostic assessment reports. We do not accept any returns from Bookstores. No returns on your first-time-only, "minimum of 20" order. No returns on editions which can not be resold due to test changes. For assessment orders, if both print & electronic reports are ordered, an extra \$19.50 charge will be added to your invoice. **Terms: Net 15, payable in US Dollars.** Accounts 60 days past due cannot place additional orders and will incur 12% Per Annum Interest plus a \$500 penalty. Acceptance of Materials makes this a final contract of parties.

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wed Jul 07 10:51:37 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Attached Document

From: Zerrudo, Maria
Sent: Wednesday, July 7, 2021 10:51 AM
To: McLaughlin, Ashley <mclaughl@cod.edu>
Cc: Bedford, Yvonne <bedford@cod.edu>
Subject: RE: Attached Document

Hi Ashley,

Thank you for the information.

I am going to voucher this but will require an approval from the Manager or VP stating that we can actually send the materials directly to the students or outside COD.
This is for our record as well as for the auditors.

Thanks

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

From: McLaughlin, Ashley <mclaughl@cod.edu>
Sent: Wednesday, July 7, 2021 10:46 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Bedford, Yvonne <bedford@cod.edu>
Subject: RE: Attached Document

Hi Maria,

Sorry for the delay- Yvonne has an approval stating we should send the textbooks to students. I am not sure the details that were work out but Cambridge sends the materials directly to the student. I am not sure if there was a cut off date but I have cc'd Yvonne. She is out today but I am hoping she will be in tomorrow.

Thanks,
Ashley

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Friday, July 02, 2021 11:13 AM
To: McLaughlin, Ashley <mclaughl@cod.edu>
Subject: FW: Attached Document

Hi Ashley,

Since Yvonne is out of the office, I am forward this to you.

The attached Cambridge Educational Services invoice, the items were shipped to Jack Crouch and not to COD.
Is he a COD employee and why was the merchandise delivered to him and not to COD Warehouse?

Please advise.

Thanks

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

From: Zerrudo, Maria
Sent: Friday, July 2, 2021 11:09 AM
To: Bedford, Yvonne <bedford@cod.edu>
Subject: Attached Document

Hi Yvonne,

The attached Cambridge Educational Services invoice, the items were shipped to Jack Crouch and not to COD.
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Please advise.

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage

425 Fawell Boulevard
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zerrudom@cod.edu

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wed Jul 07 16:10:57 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Attached Document

From: McLaughlin, Ashley <mclaughl@cod.edu>
Sent: Wednesday, July 7, 2021 4:07 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Bedford, Yvonne <bedford@cod.edu>
Subject: RE: Attached Document

Here you go! 😊

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wednesday, July 07, 2021 10:51 AM
To: McLaughlin, Ashley <mclaughl@cod.edu>
Cc: Bedford, Yvonne <bedford@cod.edu>
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To: Zerrudo, Maria <zerrudom@cod.edu>

Cc: Bedford, Yvonne <bedford@cod.edu>

Subject: RE: Attached Document

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From: Zerrudo, Maria <zerrudom@cod.edu>

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To: McLaughlin, Ashley <mclaughl@cod.edu>

Subject: FW: Attached Document

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

From: Zerrudo, Maria

Sent: Friday, July 2, 2021 11:09 AM

To: Bedford, Yvonne <bedford@cod.edu>

Subject: Attached Document

Hi Yvonne,

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Thanks

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

[attachment: message.eml]

From: "Bedford, Yvonne" <bedford@cod.edu>
To: "McLaughlin, Ashley" <mclaughl@cod.edu>
Subject: Fw: Approval Required--Shipping to Students for Tutoring Books for FYE21
Date: Wed, 7 Jul 2021 21:06:28 +0000
Message-ID: <570ae1050e174892880e8813cb3450e3@cod.edu >

From: Bedford, Yvonne
Sent: Wednesday, July 29, 2020 5:00 PM
To: Deasy, Daniel J.
Subject: Re: Approval Required--Shipping to Students for Tutoring Books for FYE21

Hi Dan,

The request written was for an approval of two blanket orders (they are past the requisition stage).

Blanket PO 370341 Adult Test Prep books GRE/GMAT/LSAT Cambridge Educational Services
Blanket PO 370342 Youth Test Prep books PSAT/ACT/SAT Cambridge Educational Services

The above two mentioned blanket POs for FYE 21 apply to the approval from Kirk Overstreet, refer to July 29 email below. They can be shipped to test prep tutoring student's homes.

Kindly reply back to me with a confirmation that this is correct. This will be a document for A/P (ship to trail) on the two blanket POs.

Internal Charge Backs will be processed for any books utilized for the tutoring program (by semester).

I look forward to your response.

Thanks, Yvonne

From: Deasy, Daniel J.
Sent: Wednesday, July 29, 2020 4:46 PM
To: Bedford, Yvonne
Subject: RE: Approval Required--Shipping to Students for Tutoring Books for FYE21

And I know you probably do this anyway but make sure you see his note on entering this information into Mercury Commerce.
Thank you Yvonne!

From: Deasy, Daniel J.
Sent: Wednesday, July 29, 2020 4:44 PM
To: Bedford, Yvonne <bedford@cod.edu>
Subject: FW: Approval Required--Shipping to Students for Tutoring Books for FYE21

All set.

From: Overstreet, Kirk <overstreetk@cod.edu>

Sent: Wednesday, July 29, 2020 4:24 PM

To: Deasy, Daniel J. <deasyd@cod.edu>

Subject: RE: Approval Required--Shipping to Students for Tutoring Books for FYE21

I approve of sending these required books to the students in this program – please be sure to add this information to the Mercury request.

Kirk

Kirk Overstreet, Ph.D.

Assistant Provost of Instruction,

Academic Affairs

College of DuPage

425 Fawell Blvd.,

BIC 3B15A

Glen Ellyn, IL 60137

(630) 942-3376

Context | Intellection | Achiever | Input | Communication

"Success is not final, failure is not fatal: it is the courage to continue that counts."

- Winston Churchill