

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1468110

Vendor Name: Breakthru Beverage Illinois, L

Invoice Number: 340010048

Invoice Date: 06/24/21

PO Number:

Check Number: 0283329

Check Amount: \$ 1,912.00

Check Date: 07/20/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0692182

Redaction Type: None

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

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tue Jul 20 14:35:05 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Frida Invoices to process Fy21

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, July 20, 2021 2:31 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Frida Invoices to process Fy21

Hi Marivic,

Attached are the Frida invoices to process. Please make sure they are posted for FY21.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

[attachment: Copy of ATF FY21 Invoice Vendor List.xlsx]
[attachment: ATF Invoice Audit Doc.docx]
[attachment: Abrazos Inv 1806 \$3949.75[6].pdf]
[attachment: Abrazos Inv 2106 \$4414[3].pdf]
[attachment: Abrazos Inv 2306 \$1854[1].pdf]
[attachment: Alcohol Permission from President 2021 2022 - with BWC signature.pdf]
[attachment: Breakthru Beverage Inv 340010048 1912.00 06-24-21.pdf]
[attachment: CG3 LLC Tzuco Inv Tzuco060421 2500.00 06-21-21.pdf]

FY21 INVOICES AFTER-THE-FACT			
VN	Vendor Name	Invoice No	Amount
1 1468110	Breakthru	340010048	1912.00
2 1633633	CG3 LLC/Tzuco	Tzuco060421	2500.00
3 1631436	Karma Living	104030	1489.65
4 1604144	Anja Kroencke Inc DBA Of Unusual Kind	17917	1605.00
5 1087679	Paddock/Daily Herald	175569	530.80
6 1087679	Paddock/Daily Herald	182346	2207.60
7 1183770	Pepsi Beverages	52401008	1240.00
8 1603154	Socksmith	105240	2750.58
9 1603470	Tesoros	114769	1556.00
10 1603470	Tesoros	114807	7067.54
11 1603470	Tesoros	114839	1172.06
12 1088926	Tribune Media	035599249000	1000.00
13 1088926	Tribune Media	037212236000	5442.00
14 1603117	Wynne, Patrice/Abrazos	1806	3949.75
15 1603117	Wynne, Patrice/Abrazos	2106	4414.00
16 1603117	Wynne, Patrice/Abrazos	2306	1854.00

SUBJECT: After-the-Fact Invoices \$500 and over - No Purchase Order

The attached invoice is a necessary exemption to Policy 10-60, whereby an after-the-fact Purchase Order is needed for a purchase \$500 and over.

Reasons for this exemption are below:

1. Due to the transition period of the new ESM system, Mercury Commerce was unavailable from June 24 to June 30. An after-the-fact purchase order could not be entered and approved.*
2. ESM was not be available until July 6. At that time, it would use FY22 funds. This invoice cannot use FY22 funds.
3. Per Procurement, after-the-fact invoices need permission from Cabinet member (Dr. Mark Curtis-Chavez).
4. A justification for the after-the-fact invoice and approvals by both the MAC administrator and Provost are found on each invoice.
5. This invoice is for goods/services received prior to June 30 (FY21).
6. The invoice must be paid with FY21 funds.
7. The purchase is for either the Frida Kahlo gift shop or missing invoices due to COVID work at home circumstances. The Frida Kahlo gift shop needed weekly reorders to keep stock available for customer purchase.

*Mercury Commerce -last day requisitions for services entered and approved to be to be processed in FY2021	Close of Business on 6/23 prior to 5:30 p.m.
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Exemption Signatures

Diana Martinez, Director of MAC (Administrator)	Date
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Dr. Mark Curtis-Chavez, Provost	Date
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Eugene Refakes, Manager, Acct Operations & Financial Systems	Date
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Theresa Dobersztyn, Manager, Procurement Services	Date
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MEMO TO: Dr. Brian Caputo

FROM: Ellen McGowan
Business Manager, Arts Center

DATE: May 19, 2021

SUBJECT: Approval for MAC Alcohol Purchase

Dr. Caputo,

The MAC must have the President's permission to sell alcoholic products, based on College Policy 3.24 Alcohol-Free Campus. This policy states:

Sale and Service of Alcoholic Beverages. As a general policy, alcohol shall not be sold or served on Campus, unless otherwise specifically authorized by the Board or the President and in accordance with all local and state liquor laws, including the Illinois Liquor Control Act of 1934, 235 ILCS 5/1-1 et seq., and licenses. The President and his/her designee are authorized to promulgate Administrative Procedures for the submission, consideration, and approval of requests for exceptions to the general prohibition of alcohol on Campus, and for the delivery, sale and/or service of alcohol on Campus.

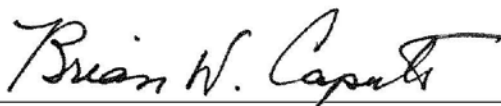
As College of DuPage has a State of Illinois liquor license to sell alcohol at events, the MAC needs to move forward with sales of alcohol at all MAC events for the remaining of Fiscal Year 2021 and Fiscal Year 2022. This revenue will be approximately \$17,000 in FY21 and 72,000 in FY22 with a combined product cost of around \$12,000 from a variety of vendors, including Breakthru, Euclid, Superior Beverage, Southern Wine and Spirits, and a few others. No one vendor alone is \$25,000 or more; therefore, Board approval is not required.

There are blanket orders and individual invoices that must be paid for which Ellen Roberts requests you sign off. The MAC requests that you give us a 'blanket permission' to sell, serve and pay for all invoices of alcohol purchases at the MAC for FY21 and FY22. The MAC will then attach this document to all future purchase/blanket orders and invoices.

Thank you for your approval.

Ellen McGowan

I authorize the MAC to sell/serve alcohol products at all MAC events for the remaining of Fiscal Year 2021 and Fiscal Year 2022 under the State of Illinois liquor license issued to College of DuPage.



5/20/21

Dr. Brian Caputo
President, College of DuPage

Date



Breakthru Beverage Illinois, LLC
PO BOX 809180
CHICAGO, IL 60680

Phone: (708) 298-3000 Fax: (708) 298-3586
www.breakthrubev.com

INVOICE

Customer Remittance Copy

We have implemented a 48-hour delivery window in the Chicago-Metro area. Meaning, any order processed by the end-of-day close will be guaranteed to ship within a 48-hour timeframe, during our scheduled delivery days. Please note, this schedule will only be for Chicago-Metro accounts.

Invoice #: 340010048

Invoice Date: 06/24/2021

Customer #: 700161450

Page 1 of 1

Terms: 30 days date of invoice

Delivery: 297385656

License: 1A0101653

Rte. 57

Stop: 22

PO Num:

Special Inst:

Due Date: 07/24/2021

0921

Exp: 08/31/2021

Chain: 920004395

FY21

COMMUNITY COLLEGE DIST #52
COMMUNITY COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137
000-000-0000

AFTER THE FACT
INVOICE- NO PO

Returns

Price Adjustments

AP VERIFIED

07/20/21 - MARIA ZERRUDO

Case	Btls	Item	Size	BPC	Description	Product Shipped	CS Price	CS Disc	CS Net	Cnty Tax	City Tax	Ext W/O Tax	SLP	Deal
20	92658	180ML	12	CHU'S MARGARITA ORIGINAL PET			50.00	26.50	23.50	0	0	470.00	255	80091983
20	92460	750ML	12	BEGGAE RED SANGRIA			89.95	18.05	71.90	0	0	1438.00	255	80017831
	9039158	EACH		999	Service Fee		4.00		4.00	0	0	4.00	999	

APPROVED

By Ellen McGowan at 8:54 pm, Jun 28, 2021

Diana Martinez

Diana Martinez, Director MAC

Digitally signed by Lisa

Lisa Stock

Date: 2021.07.06
09:17:23 -05'00'

Dr. Mark Curtis-Chavez, Provost

Signed on behalf of Mark Curtis-Chavez

05-60-11999-5408001

1912.00

Concessions for Resale

61 Liquor G20_KAHLO

Web Stock

Justification: PO cannot be created due to Mercury system shutdown deadline of June 10. Beverages needed to restock Concessions for Resale for Frida Exhibition and paid for in FY21 due to invoice date. Alcohol invoices must be paid in 30 days per Illinois Liquor License. Dr. Caputo approval memo attached. Sole source exemption not needed under \$5000.

Temp Ref #:

☐ Check

☐ MO

☐ Multiple

☐ ROA

Summary:	Cases	Bottles	Wine Gal	Net Disc	Cnty Tax	City Tax	Ext W/O Tax	Per SB0774 we are providing the following information:	LM Cases	LM Sales	TM Cases	TM Sales
SPIRITS							4.00				28	658.00
Wine Under	40		71.265	891.00			1908.00				32	2300.80
Wine Over							1912.00				60	2958.80
Totals	40		71.265	891.00			1912.00					

As mandated by 235 ILCS 5/6-5, failure to remit full payment for this invoice within 30 days of the date of invoice or date of delivery, whichever is later, will result in your account being placed on the ILCC Delinquent List. Distributors are prohibited from selling wine or spirits to retailers on the Delinquent List. Should you believe there is a bona fide dispute reflected in this invoice, please immediately contact our credit department. If your account is placed on the ILCC Delinquent List, and we refer your account for collection by an attorney who is not our employee, the Total Amount Due will also include, to the extent permitted by applicable law, our actual collection costs, including court costs and reasonable attorney fees.

SIGNATURE

Required on all pages:

Date:

Pay this amount

1,912.00

Due Date: 07/24/2021

NOTICE OF FINANCE CHARGE: If this notice is not paid within 30 days of invoice date, a one and one half percent (1.5%) per month, compounded, finance charge will be added to the invoice Total Amount Due. The Total Amount Due, including finance charge and collection costs, including court costs and reasonable attorney's fees must be paid before a retailer will be considered not-delinquent and removed from the ILCC Delinquency List. BREAKAGE: Breakage or shortage must be reported at the time of delivery. PRICES: Prices are subject to change without notice. TAXES: Payment of Federal and Illinois Liquor Tax are made by vendor issuing this invoice.

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tue Jul 20 14:34:32 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Frida Exhibition Invoices

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, July 20, 2021 2:25 PM
To: Cruse, Bethany <cruseb199@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>; Barrios, Isabel <barriosi142@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: Frida Exhibition Invoices
Importance: High

Hi Everyone,

Eugene and I had a meeting with Purchasing and how to deal with the Frida Exhibition invoices that were created without PO's for FY21. We are going to process each of them without a PO, since they have Lisa Stock's approvals (she is authorized to sign on Dr. Chavez's behalf while he is out).

We need to post these all for FY21. There are 17 invoices in total, so I will be sending each of you your own letters to process. Please process these right away and let Bethany know when the checks are ready to print. (Bethany, these can go out tomorrow if you don't print them today).

These will be off cycle checks that are approved to process. This is a one-time arrangement with Ellen McGowan and her team as we do not expect this ever happening again.

Please let me know if you have any questions. I will be sending you all the invoices shortly. Thank you all for doing this in such a short notice.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu