

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1604144

Vendor Name: Anja Kroencke Inc

Invoice Number: 17917

Invoice Date: 06/28/21

PO Number:

Check Number: E0085678

Check Amount: \$ 1,605.00

Check Date: 07/21/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0692192

Redaction Type: None

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

Document Below

OF UNUSUAL KIND
129 Grand Street, Floor 2
New York, NY 10013
info@ofunusualkind.com



FY21

AFTER THE FACT
INVOICE- NO PO

INVOICE

BILL TO

Thomas Murray
McANINCH ARTS CENTER,
COLLEGE OF DuPAGE
425 Fawell Blvd
Glen Ellyn, IL 60137

SHIP TO

Thomas Murray
McANINCH ARTS CENTER,
COLLEGE OF DuPAGE
425 Fawell Blvd
Glen Ellyn, IL 60137

INVOICE # 17917

DATE 06/28/2021

DUE DATE 07/28/2021

TERMS Net 30

SHIP VIA
UPS

BUYER
Thomas Murray

APPROVED

By Ellen McGowan at 11:30 pm, Jun 29, 2021

ACTIVITY	QTY	RATE	AMOUNT
NP-FRI-3119 FRIDA Notepad	300	5.00	1,500.00

SUBTOTAL 1,500.00
SHIPPING 105.00
TOTAL 1,605.00
BALANCE DUE

\$1,605.00

AP VERIFIED
07/20/21 - MARIA ZERRUDO

Diana Martinez

Signed on behalf of Mark
Curtis-Chavez

Diana Martinez, Director MAC

Lisa Stock

Digitally signed by Lisa Stock
Date: 2021.07.08 09:46:05
+05'00'

Dr. Mark Curtis-Chavez, Provost

Inv# 17917
05-60-11999-5408001
\$1605
68 Gift Shop
G20_KAHLOSHOP

Justification: PO cannot be created due to Mercury system shutdown deadline of June 10. Product needed to restock Frida Gift Shop. Purchases for Resale Invoice for Frida Exhibition must be paid in FY21 due to invoice date. Approval signatures on invoice.

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Tue Jul 20 15:00:07 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 2:29 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Frida invoices to process Fy21

Hi Bethany,

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: Of Unusual Kind (Anja Kroencke) Inv 17917 \$1605[1].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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From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tue Jul 20 15:32:46 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