

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1633633

Vendor Name: CG3 LLC

Invoice Number: TZUCO060421

Invoice Date: 06/04/21

PO Number:

Check Number: E0085686

Check Amount: \$ 2,500.00

Check Date: 07/21/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0692186

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.

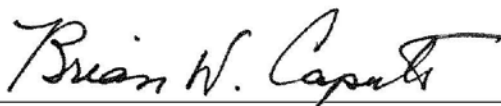
As College of DuPage has a State of Illinois liquor license to sell alcohol at events, the MAC needs to move forward with sales of alcohol at all MAC events for the remaining of Fiscal Year 2021 and Fiscal Year 2022. This revenue will be approximately \$17,000 in FY21 and 72,000 in FY22 with a combined 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.

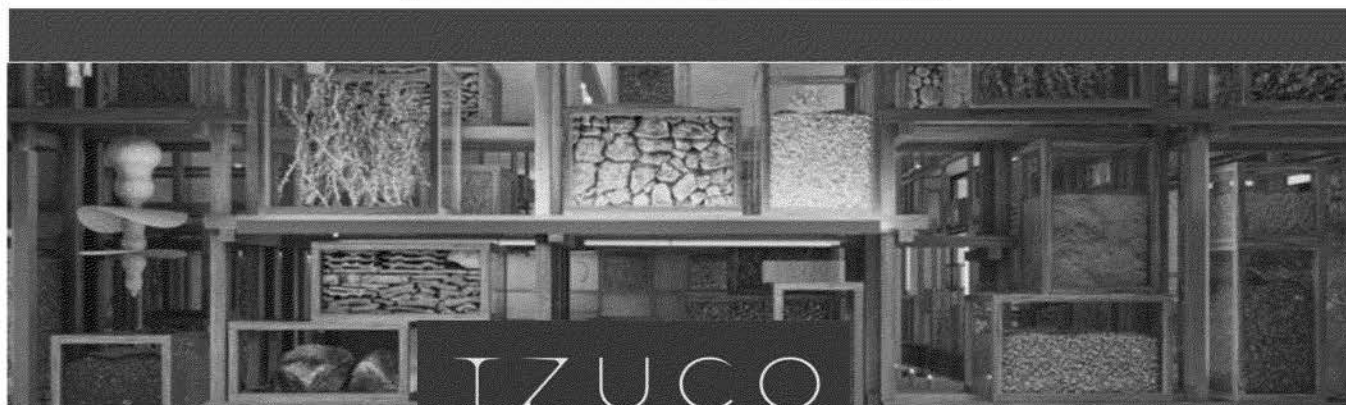


5/20/21

Dr. Brian Caputo
President, College of DuPage

Date

AFTER THE FACT INVOICE - NO PO



Inv# Tzuco060421
05-60-11999-5309004
2500.00
460 Artist Fee
G21_KAHLOGALA

DATE 06/04/21

College of DuPage
McAninch Arts Center
Diana Martinez
425 Fawell Blvd
Glen Ellyn, IL 60137

APPROVED

By Ellen McGowan at 1:19 pm, Jun 21, 2021

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Talent Fee for Video Production of Chef Carlos Gaytan, March 2, 2021	1	\$2,500	\$ 2,500.00
			TOTAL AMOUNT IN USD \$ 2,500.00

AP VERIFIED

07/20/21 - MARIA ZERRUDO

Please make check payable to CGS LLC

Justification: PO cannot be created due to Mercury system shutdown deadline of June 10. Vendor was used to prepare video for Frida Kahlo Gala. Invoice was received in June, 2021, when vendor id was requested. MAC is paying invoice and need exception to PO creation. Invoice must be paid in FY21 due to invoice date. Signatures below.

720 N STATE STREET,
CHICAGO, IL., 60654
(312) 374 - 8995
ahc@coscomateshospitality.com

Cynthia Sims June 28, 2021
Cynthia Sims, AVP

Lisa Stock

Digitally signed by Lisa
Stock
Date: 2021.06.29
11:42:50 -05'00'

Mark Curtis-Chavez, Provost

Signed on behalf of Mark Curtis-Chavez

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tue Jul 20 14:55:23 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