

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086883

Vendor Name: Josten's Inc

Invoice Number: 24057045

Invoice Date: 02/11/20

PO Number:

Check Number: E0085701

Check Amount: \$ 48.76

Check Date: 07/21/2021

Department ID: 17153

Reviewer Name:

Voucher Number: V0692080

Redaction Type: None

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

Document Below

**Smith, Beverly**

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**From:** acctpay@cod.edu  
**Sent:** Monday, July 19, 2021 3:40 PM  
**To:** Smith, Beverly  
**Subject:** Voucher Confirmation: V0692080

Voucher Number V0692080

Voucher Status In Progress (Unfinished)

Requestor Name Beverly E. Smith

Voucher Date 07/19/21

Due Date 07/31/21

Vendor ID and/or Name 1086883 Josten's Inc

AP Type IM Invoices < \$15,000

Voucher Total \$48.76

**AP VERIFIED**

**07/20/21 - BETHANY CRUSE**

**ITEM 1**

Item Description Black Slant Box - Custon

Quantity 1.000

Price \$48.7600

Extended Price \$48.76

GL Distribution 10-99-17153-2900099

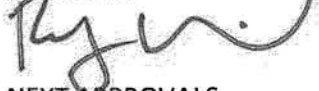
Tax Info

*FOOTBALL Fundraising*

**COMMENTS**

Ring box for the Red Grange Bowl.

**APPROVAL**



**DATE**

*7/20/21*

**NEXT APPROVALS**



# INVOICE

Please Pay From This Invoice

Remit to:

Jostens  
21336 NETWORK PLACE  
CHICAGO IL 60673-1213

<b>Ship To:</b>	No:	<b>Sold To:</b>	No: 1016455
		COLLEGE OF DUPAGE CHAMP	
<b>Bill To:</b>			
No: 1016455			
COLLEGE OF DUPAGE CHAMP 425 FAWELL BLVD GLEN ELLYN IL 60137			

<b>Invoice Number</b>	<b>Date</b>	<b>Page</b>
24057045	11-FEB-20	1 of 1
<b>Terms</b>	<b>Order Number</b>	
NET 30	27306857	
<b>Customer P.O. Number</b>		
<b>Date Shipped</b>	<b>Shipped Via</b>	
11-FEB-20	INTERCO MSP	
<b>Shipping Ref Num.</b>		
1ZV68W06P294269275		
<b>Due Date</b>	<b>FOB</b>	
12-MAR-20	FOB Shipping Point	
<b>Sales Agent</b>	<b>Sales ID</b>	
SCINTO JOANN	7627	

**For Customer Service Call**  
**1-800-854-7464**

Line No.	Description	Quantity Ordered	To Follow	Quantity Shipped	Unit Price	Extended Price	Total Tax
1	Black Slant Box - Custom	1	0	1	46.00	46.00	2.76
N				Total Charges Less Discount	Total Tax	Total Deposits	Please Pay This Amount
				+	+	-	=
				46.00	2.76	.00	48.76

Please Detach and Return This Portion With Your Payment. Thank You For Your Order.

Customer P.O. Number	Customer Num.	Invoice No.	Invoice Date	Amount	Payment
	1016455	24057045	11-FEB-20	48.76	

Remit to: Jostens  
21336 NETWORK PLACE  
CHICAGO IL 60673-1213

COLLEGE OF DUPAGE CHAMP  
425 FAWELL BLVD  
GLEN ELLYN IL 60137

Invoice  
Consumer Detail Report

Date 11-FEB-20  
Page 1

Sold To: COLLEGE OF DUPAGE CHAMP  
425 FAWELL BLVD  
GLEN ELLYN IL 60137

Invoice Number: 24057045

Purchase Order:

Consumer Name	Item Description	Qty	Unit Price	Ext Price
Football, College Of Dupage	Black Slant Box - Custom	1	46.00	46.00
	Deposit:			0.00
	Tax:			2.76
Consumer Total:				48.76

Product Subtotal	46.00
Handling Subtotal	0.00
Deposits	0.00
Tax *	2.76
<hr/>	
Total	\$48.76

\* Note: Please see invoice for details on taxable vs. non-taxable items.

**From:** Karen Kuhn  
**To:** Farrow, Ellen  
**Subject:** FW: Jostens 24801273  
**Date:** Wednesday, July 22, 2020 4:02:00 PM  
**Attachments:** receipt11.png

FYI

**From:** Karen Kuhn  
**Sent:** Wednesday, July 22, 2020 3:50 PM  
**To:** Foster, Matthew <mfoster5@cod.edu>  
**Subject:** RE: Jostens 24801273

Hi, Matt –

No worries. Let me know when the other invoice is received. I hope you are well. We are healthy and managing working with both kids at home.... LOL. I did see Bjarne yesterday and he says hello!

Karen

**From:** Foster, Matthew <mfoster5@cod.edu>  
**Sent:** Wednesday, July 22, 2020 3:16 PM  
**To:** Karen Kuhn <karen.kuhn@cod.edu>  
**Subject:** RE: Jostens 24801273

Hey Karen

You are spot on as usual. I did not see the receipt from Beverly. She called me on the phone and told me she had an invoice from Jostens and I just assumed it was for Bjorne's Generous Contribution to help offset all the ring purchases. I will call Jostens and tell them to Bill Christian Wills for the box- this happened in the spring before we got shut down.

Thanks again and hope you are doing good

Matt

**From:** Karen Kuhn <karen.kuhn@cod.edu>  
**Sent:** Wednesday, July 22, 2020 3:06 PM  
**To:** Smith, Beverly <bsmith64@cod.edu>; Foster, Matthew <mfoster5@cod.edu>  
**Cc:** Cruise, Bethany <bcruise30@cod.edu>; Farrow, Ellen <efarrow515@cod.edu>  
**Subject:** FW: Jostens 24801273  
**Importance:** High

Matt/Beverly –

The email chain below was forwarded to me with an invoice for a rosewood box. I'm not sure why this is coming to the Foundation.

If you are using funds from the Football Fund, please utilize the attached disbursement form with appropriate documentation and the required signatures and forward directly to me for review to ensure it meets donor intent, and then a payment can be processed. I'm available for questions. Please just let me know.

Thank you!  
Karen

**Karen M. Kuhn, M.S., CFRE**  
Executive Director

College of DuPage Foundation  
425 Fawell Blvd. Glen Ellyn, IL 60137-6599 USA  
phone (630) 942-2698 [karen.kuhn@cod.edu](mailto:karen.kuhn@cod.edu)  
Federal Tax ID: 23-7011835  
[foundation@cod.edu](mailto:foundation@cod.edu) [facebook](#) [linkedin](#) [twitter](#) [instagram](#)

The mission of the College of DuPage Foundation is to obtain and steward contributions to expand educational and cultural opportunities for the College of DuPage Community.

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**From:** Cruise, Bethany <bcruise30@cod.edu>  
**Sent:** Wednesday, July 22, 2020 2:54 PM  
**To:** Karen Kuhn <karen.kuhn@cod.edu>; Farrow, Ellen <efarrow515@cod.edu>  
**Cc:** Smith, Beverly <bsmith64@cod.edu>  
**Subject:** RE: Jostens 24801273

Hello Ellen/Karen

If this is to be paid by the foundation please handle, it appears accounts payable is not responsible for payment. If I am mistaken please provide me with a GL# to pay the invoice.

Thanks

Bethany Cruise  
AP Lead  
College Of DuPage  
630-942-4294

**From:** Karen Kuhn <karen.kuhn@cod.edu>  
**Sent:** Wednesday, July 22, 2020 2:37 PM  
**To:** Farrow, Ellen <efarrow515@cod.edu>  
**Cc:** Smith, Beverly <bsmith64@cod.edu>; Cruise, Bethany <bcruise30@cod.edu>  
**Subject:** RE: Jostens 24801273

Hello All –

Yes, we had a donor make a gift for a portion of the cost of the rings. It looks like this invoice is for a custom box, which was not the donor's intention. We are holding \$5,000 toward the invoice, and funds can be requested via the attached disbursement form and a copy of the invoice for the rings.

I hope this helps. Please let me know of additional questions or if I can further assist.

Karen

**Karen M. Kuhn, M.S., CFRE**  
Executive Director

College of DuPage Foundation  
425 Fawell Blvd. Glen Ellyn, IL 60137-6599 USA  
phone (630) 942-2698 [karen.kuhn@cod.edu](mailto:karen.kuhn@cod.edu)  
Federal Tax ID: 23-7011835  
[foundation@cod.edu](mailto:foundation@cod.edu) [facebook](#) [linkedin](#) [twitter](#) [instagram](#)

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From: Farrow, Ellen <efarrow@cd.edu>  
Sent: Wednesday, July 22, 2020 1:33 PM  
To: Karen Kuhn <ckuhn@cd.edu>  
Cc: Smith, Beverly <bsmith@cd.edu>; Cruse, Bethany <bcruse@cd.edu>  
Subject: FW: Jostens 24801273

Karen

I thought you may be aware of any intentions Bjarne may have mentioned in regards to below. I do not have knowledge of any communication with anyone about this and thought you might be able to provide some insight and direction.

Ellen

From: Smith, Beverly <bsmith@cd.edu>  
Sent: Wednesday, July 22, 2020 8:44 AM  
To: Farrow, Ellen <efarrow@cd.edu>  
Subject: Fw: Jostens 24801273

This is for rings for the Football Team for winning the Red Grange Bowl. Bjarne said he would pay for some of the rings for the football players. Email Matt Foster, if you have any questions.

Beverly Smith  
Administrative Assistant  
Athletic and Recreational Programs  
College of DuPage

From: Cruse, Bethany  
Sent: Wednesday, July 22, 2020 8:06 AM  
To: Farrow, Ellen  
Cc: Smith, Beverly  
Subject: RE: Jostens 24801273

Ellen,

I do not know, Beverly made a comment to send to you. I have attached the pdf again, screen shot below.

Default (001).PDF - Adobe Acrobat File DC

File Edit View Window Help

Home Tools Default (001).PDF

Share

**Jostens**

**INVOICE**

Remit to:  
Jostens  
21150 NETWORK PLACE  
CHICAGO IL 60679-1213

Ship To:  
No. 01164348  
No. 10164348  
Jostens  
21150 NETWORK PLACE  
CHICAGO IL 60679-1213

Bill To:  
COLLEGE OF DUPAGE CHAMP  
425 FAWCETT BLVD  
DUNELAND IL 60115

**NEED GL #**

Item	Description	Quantity	Unit	Amount	Extended Price	Final Price
1	Personalized Football Ring	2		40.00	40.00	2.00

Subtotal: 40.00  
Tax: 2.00  
Total: 42.00

Customer P.O. Number: 24801273  
Invoice No.: 10164348  
Invoice Date: 10-11-20  
Amount: \$42.00  
Payment:

Remit to:  
Jostens  
21150 NETWORK PLACE  
CHICAGO IL 60679-1213

21150 NETWORK PLACE  
CHICAGO IL 60679-1213

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage  
630-942-4294

**From:** Farow, Ellen <[ellen@ced.edu](mailto:ellen@ced.edu)>  
**Sent:** Tuesday, July 21, 2020 5:05 PM  
**To:** Cruse, Bethany <[bethany@ced.edu](mailto:bethany@ced.edu)>  
**Cc:** Smith, Beverly <[bethany244@ced.edu](mailto:bethany244@ced.edu)>  
**Subject:** RE: Jostens 24801273

Bethany,

I am unable to open this document. Is this something that is to be paid by the foundation or the College, Institutional Advancement Office?

Thank you,

Ellen

**From:** Cruse, Bethany <[bethany@ced.edu](mailto:bethany@ced.edu)>  
**Sent:** Tuesday, July 21, 2020 11:46 AM  
**To:** Farow, Ellen <[ellen@ced.edu](mailto:ellen@ced.edu)>  
**Subject:** Jostens 24801273  
**Importance:** High

Hello Ellen,

Beverly Smith advised to send this to you. I need a PO# or GL# to process for payment. Please provide.

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage  
630.942-4294



# STATEMENT Accounts Receivable

Remit to: 21336 NETWORK PLACE  
CHICAGO IL 60673-1213

COLLEGE OF DUPAGE CHAMP  
425 FAWELL BLVD  
GLEN ELIYN IL 60137

Bill To Site: 425 FAWELL BLVD

Statement Date	Customer Num.
07-JUL-21	1016455
Amount Remitted	

Invoice/Transaction Number	PO Number	Transaction Date	Transaction Type	Due Date	Reference	Transaction Amount	Amount Due
24057045	Jewelry Boxes	11-FEB-20	Invoice	12-MAR-20		48.76	48.76
SUBTOTAL: 2020							48.76
TOTAL: RING 2020							48.76
Should there be any questions or problems on your account, please contact Accounts Receivable at (800) 854-7464 or at the following e-mail address joscollar@jostens.com							
Thank you.							
Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Amount Due		
0.00	0.00	0.00	0.00	48.76	USD 48.76		
Past Due					Finance Charges		



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From: Smith, Beverly <smithb244@cod.edu>  
Sent: Tue Jul 20 10:58:31 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Josten's  
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Attached is a check req. for Josten's.

*Beverly Smith*  
Administrative Assistant  
Athletics and Recreational Programs  
College of DuPage  
(630) 942-4242  
(630) 942-3601 fax  
Smithb244@cod.edu

**From:** Smith, Beverly <smithb244@cod.edu>  
**Sent:** Tuesday, July 20, 2021 10:41 AM  
**To:** Smith, Beverly <smithb244@cod.edu>  
**Subject:** Attached Image

[attachment: 0600\_001.pdf]