

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087679
Vendor Name: Paddock Publications
Invoice Number: 185308
Invoice Date: 07/03/21
PO Number:
Check Number: E0085714
Check Amount: \$ 2,793.60
Check Date: 07/21/2021
Department ID: 00749
Reviewer Name: None
Voucher Number: V0690769
Redaction Type: None
Document Type: AP Invoice

Document Below



Daily Herald Digital Reflector Niche Business Ledger Account

95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005
Phone: 847-427-4300 / Fax: 847-427-4789
Email: accts.receivable@dailyherald.com

9

Invoice



Invoice # : 185308

Invoice Date : 07/03/2021

Terms : 15 days

Customer Account # : 117519

Due Date : 07/18/2021

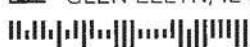
000230

T1 B2 P *****SINGLE-PIECE

COLLEGE OF DUPAGE -

425 FAWELL BLVD

GLEN ELLYN, IL 60137



APPROVED

07/19/21 - THERESA DOBERSZTYN

Order Number	Order Name	Order Date	Order PO #	Sales Rep	
116338	2021-R0034	06/29/2021	4566293- KEVIN CASEY	svc_pad_ws	
Ad Type	Ad Number	Ad PO#	Ad Name	Ad Description	Net
Print	1480798	4566293	RFP NOTICE NO 2021R0034 CO	Issue Date: 7/1/2021; Edition: Daily Herald; Section: Bid Notices; THE Lines: 0.00; Page: 0	\$ 55.20

Total Amount:

\$ 55.20

PAYMENT and ADVERTISING TERMS & CONDITIONS:

IMPORTANT: Sign up for electronic invoicing at <https://tearsheets.dailyherald.com/invoicing/>

Display Sales: (847) 427-4648 Classified Sales: (847) 427-4444 Credit Dept: (847) 427-4343

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PLEASE INCLUDE COUPON BELOW WITH YOUR PAYMENT.

Please detach and return bottom portion with your remittance.

Invoice Date :	Invoice No. :	Account No.	Amount Due :
07/03/2021	185308	117519	\$ 55.20

Bill to : COLLEGE OF DUPAGE -
COLLEGE OF DUPAGE -
425 FAWELL BLVD
GLEN ELLYN, IL 60137

Make Payments Payable to :

PLEASE MAKE ALL CHECKS PAYABLE TO:
PADDOCK PUBLICATIONS, INC.
P.O. BOX 7761
CAROL STREAM, IL 60197-7761

0185308 00005520

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Thu Jul 15 11:58:58 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Attached Image

[attachment: 1112_001.pdf]

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 182346

Invoice Date: 06/01/21

PO Number:

Check Number: E0085714

Check Amount: \$ 2,793.60

Check Date: 07/21/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0692189

Redaction Type: None

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

Document Below



Daily Herald Digital @/Phone NICHIE Business Services EVENT

95 W. Algonquin Road Suite 300, Arlington Heights, IL 60005
Phone: 847-427-4300 / Fax: 847-427-4789
Email: accts.receivable@dailyherald.com

FY21

Invoice

**AFTER THE FACT
INVOICE- NO PO**

VN 1087679

Inv 182346
05-60-11999-5407001 \$2207.60

Invoice # : 182346

Invoice Date : 06/01/2021

Terms : 15 days

Customer Account # : 105074

Due Date : 06/16/2021

000108 T1 B2 P ***** SINGLE-PIECE
ELLEN MCGOWAN
COLLEGE OF DUPAGE/MCANINCH AR
425 FAWELL BLVD
GLEN ELLYN, IL 60137



APPROVED

By Ellen McGowan at 9:41 pm, Jun 29, 2021

AP VERIFIED

07/20/21 - BETHANY CRUISE

Ad Type	Order/ Ad Number	Ad PO#	Issue Date(s)	Ad Name	Placement	Net
Print	108288/1435901		5/21/2021	Frida Kahlo: Timeless	DH Time Out 2x7.00	\$ 469.20
Print	108288/1435902		5/21/2021	Frida Kahlo: Timeless	DH Time Out 2x7.00	\$ 469.20
Print	108288/1435903		5/28/2021	Frida Kahlo: Timeless	DH Time Out 2x7.00	\$ 469.20
Digital	108288/1435907		5/10/2021 - 6/12/2021	Frida Kahlo: Timeless / Digital	IN Dailyherald.com; Online ROS Daily Herald; Qty: 100,000	\$ 800.00

Diana Martinez
Diana Martinez, Director MAC

Lisa Stock

Digitally signed by Lisa
Stock
Date: 2021.07.06
09:23:18 -05'00'

Dr. Mark Curtis-Chavez, Provost

Signed on behalf of Mark Curtis-Chavez

Justification: PO cannot be created due to Mercury system shutdown deadline of June 10. Under normal circumstances, PO's would be created from insertion orders. However, several ads were placed by MAC Marketing Firm CFA without prior notification to create PO. Ads must be paid in FY21 due to invoice date. Sole Source not needed under \$5000. Approval signatures on invoice.

\$ 2,207.60

PAYMENT and ADVERTISING TERMS & CONDITIONS:

IMPORTANT: Sign up for electronic invoicing at <https://tearsheets.dailyherald.com/invoicing/>

Display Sales: (847) 427-4648

Classified Sales: (847) 427-4444

Credit Dept: (847) 427-4343

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PLEASE INCLUDE COUPON BELOW WITH YOUR PAYMENT.

Please detach and return bottom portion with your remittance.

Invoice Date :	Invoice No. :	Account No.	Amount Due :
06/01/2021	182346	105074	\$ 2,207.60

Bill to : Ellen McGowan
COLLEGE OF DUPAGE/MCANINCH AR
425 FAWELL BLVD.
GLEN ELLYN, IL 60137

Make Payments Payable to :
PLEASE MAKE ALL CHECKS PAYABLE TO:
PADDOCK PUBLICATIONS, INC.
P.O. BOX 7761
CAROL STREAM, IL 60197-7761

0182346 00220760

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Tue Jul 20 15:07:17 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: Paddock Daily Herald Inv 182346 2207.60 06-01-21.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
---	------

Dr. Mark Curtis-Chavez, Provost	Date
---------------------------------	------

Eugene Refakes, Manager, Acct Operations & Financial Systems	Date
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Theresa Dobersztyn, Manager, Procurement Services	Date
---	------

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087679

Vendor Name: Paddock Publications

Invoice Number: 175569

Invoice Date: 04/01/21

PO Number:

Check Number: E0085714

Check Amount: \$ 2,793.60

Check Date: 07/21/2021

Department ID: 12331

Reviewer Name:

Voucher Number: V0692195

Redaction Type: None

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

Document Below

Invoice

**AFTER THE FACT
 INVOICE- NO PO**

VN 1087679

9

Inv 175569
 01-30-12331-5407001 \$530.80

Invoice # : 175569

Invoice Date : 04/01/2021

Terms : 15 days

Customer Account # : 105074

Due Date : 04/16/2021

000118 T1 B2 P ***** SINGLE-PIECE
 ELLEN MCGOWAN
 COLLEGE OF DUPAGE/MCANINCH AR
 425 FAWELL BLVD
 GLEN ELLYN, IL 60137

AP VERIFIED
APPROVED
 By Ellen McGowan at 9:51 pm, Jun 21, 2021

07/20/21 - BETHANY CRUSE

Ad Type	Order/ Ad Number	Ad PO#	Issue Date(s)	Ad Name	Placement	Net
Digital	101444/140430 2		3/22/2021 - 4/19/2021	The Growing Season - Digital	IN Dailyherald.com; Online ROS Daily Herald; Qty: 66,350	\$ 530.80

Diana Martinez

Diana Martinez, Director MAC

Lisa Stock

Digitally signed by Lisa
 Stock
 Date: 2021.07.06
 09:22:11 -05'00'

Dr. Mark Curtis-Chavez, Provost

Signed on behalf of Mark Curtis-Chavez

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\$ 530.80

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04/01/2021	175569	105074	\$ 530.80

Bill to : Ellen McGowan
 COLLEGE OF DUPAGE/MCANINCH AR
 425 FAWELL BLVD.
 GLEN ELLYN, IL 60137

Make Payments Payable to :
 PLEASE MAKE ALL CHECKS PAYABLE TO:
 PADDOCK PUBLICATIONS, INC.
 P.O. BOX 7761
 CAROL STREAM, IL 60197-7761

0175569 00053080

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CC:
Subject: FW: Frida invoices to process Fy21

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To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Frida invoices to process Fy21

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

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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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