

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1603470

Vendor Name: Tesoros Trading Company of the

Invoice Number: 114839

Invoice Date: 06/25/21

PO Number:

Check Number: E0085727

Check Amount: \$ 8,239.60

Check Date: 07/21/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0692181

Redaction Type: None

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

Document Below

TESOROS TRADING COMPANY ®506 BAYLOR STREET
AUSTIN, TX 78703 USA

Invoice 114839

FY21

Customer ID: MCANIN

Telephone: 512/479-8341

Fax: 512-479-0036

To Order: 800-479-8345

www.tesoros.com

**AFTER THE FACT
INVOICE- NO PO****INVOICE****Bill To:**MCANINCH ART CTR. COLLEGE OF DUPAGE
MCANINCH ARTS CENTER
425 FAWELL BLVD.
GLEN ELLYN, IL 60137**Ship To:**MCANINCH ART CTR. COLLEGE OF
MCANINCH ARTS CENTER
425 FAWELL BLVD.
GLEN ELLYN, IL 60137**APPROVED**

By Ellen McGowan at 11:32 pm, Jun 29, 2021

Date	Ship Via			F.O.B.		Terms	
06/25/21	UPS			Austin TX		Net 30 Days	
Purchase Order Number				Order Date	Salesperson		Our Order Number
E-MAIL-THOMAS				06/25/21			ASAP
Quantity			Item Number	Description	Unit Price	Amount	
Req.	Ship	Back Order					
240	240		PMF1	Frida w/Flowers Magnet, USA	2.00	480.00	
160	160		PMF2	Frida w/Parrot Magnet, USA	2.00	320.00	
160	160		PMF3	Frida w/Monkeys Magnet, USA	2.00	320.00	

Diana Martinez

Diana Martinez, Director MAC

Lisa StockDigitally signed by Lisa Stock
Date: 2021.07.08 09:50:55
+05'00'

Dr. Mark Curtis-Chavez, Provost

Signed on behalf of Mark Curtis-Chavez.

Inv# 114839
05-60-11999-5408001
\$1172.06
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.

To receive credit for any damaged merchandise, save ALL packing material and notify Tesoros within five days.
BACKORDERS unless otherwise noted will ship automatically up to 90 days after date of original invoice.**07/20/21 - ISABEL BARRIOS**

Net due on 07/25/21

Shipping Subtotal	52.06
NonTaxable Subtotal	1120.00
Total Invoice	1172.06
Paid Amount	0.00
Less credits	0.00
Balance Inv.	USD\$ 1172.06

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tue Jul 20 14:33:59 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Frida Invoices to process FY'21

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, July 20, 2021 2:28 PM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: Frida Invoices to process FY'21

Hi Isabel,

Here is your list of invoices to process for FY'21. Please be sure these are posted for FY21 because it needs to hit her budget in this year.

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: Tesoros Trading Company Inv 114839 \$1172.06[2].pdf]
[attachment: ATF Invoice Audit Doc.docx]

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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Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1603470
Vendor Name: Tesoros Trading Company of the
Invoice Number: 114807
Invoice Date: 06/21/21
PO Number:
Check Number: E0085727
Check Amount: \$ 8,239.60
Check Date: 07/21/2021
Department ID: 11999
Reviewer Name:
Voucher Number: V0692187
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

TESOROS TRADING COMPANY ®

506 BAYLOR STREET
AUSTIN, TX 78703 USA

Invoice 114807

Customer ID: MCANIN

FY21

Telephone: 512/479-8341

Fax: 512-479-0036

To Order: 800-479-8345

www.tesoros.com

AFTER THE FACT
INVOICE- NO PO

INVOICE

Bill To:

MCANINCH ART CTR. COLLEGE OF DUPAGE
MCANINCH ARTS CENTER
425 FAWELL BLVD.
GLEN ELLYN, IL 60137

Ship To:

MCANINCH ART CTR. COLLEGE OF
MCANINCH ARTS CENTER
425 FAWELL BLVD.
GLEN ELLYN, IL 60137

APPROVED

By Ellen McGowan at 11:31 pm, Jun 29, 2021

Date	Ship Via	F.O.B.	Terms			
06/21/21	UPS	Austin TX	Net 30 Days			
Purchase Order Number		Order Date	Salesperson	Our Order Number		
E-MAIL-THOMAS		06/21/21	LM	ASAP		
Quantity			Item Number	Description	Unit Price	Amount
Req.	Ship	Back Order				
100	100		CCHFE	Frida Charm Earrings, Peru	6.00	600.00
17	17		DFRI	Frida Reverse Painted Box, Peru	15.00	255.00
60	60		MRFD	Frida Painted Milagro Heart, Peru	12.50	750.00
107	107		MRFS	Sm. Frida Painted Milagro, Peru	9.50	1016.50
12	12		DFRD	Frida is Dead, Mexico	7.00	84.00
72	72		DBFR	Diego & Frida Dead, Mexico	6.50	468.00
16	16		PMF1	Frida 1 Flower Magnet, USA	2.00	32.00
100	100		PB4B	Frida 4 Button Set B, USA	3.00	300.00
100	100		PB4A	Frida 4 Button Set A, USA	3.00	300.00
24	24		LMAN	Med. Pop Icons Magnets, Mexico	4.50	108.00
52	52		G2FD	Sm. Frida Handmirror, Peru	8.00	416.00
50	50		XFC4	Frida Set of 4 Coasters, Peru	15.00	750.00
3000	3000		PDFK	Frida Kahlo Postcard, Mexico	0.60	1800.00

AP VERIFIED

07/20/21 - ISABEL BARRIOS

Diana Martinez

Signed on Behalf of Mark Chavez

AP VERIFIED
07/20/21 - ISABEL BARRIOSDiana Martinez
Signed on behalf of Mark Curtis-Chavez

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.

Diana Martinez, Director MAC

Lisa Stock

Digitally signed by Lisa Stock
Date: 2021.07.08 09:48:44
+05'00'

Dr. Mark Curtis-Chavez, Provost

To receive
BACKORDERALL packing material and notify Tesoros within five days.
Automatically up to 6 months after date of original invoice.

Net due on 07/21/21

Inv# 114807
05-60-11999-5408001
\$7067.54
68 Gift Shop
G20_KAHLOSHOP

Shipping Subtotal	188.04
NonTaxable Subtotal	6879.50
Total Invoice	7067.54
Paid Amount	0.00
Less credits	0.00
Balance Inv.	USD\$ 7067.54

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tue Jul 20 14:33:33 CDT 2021
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CC:
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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: Tesoros Trading Company Inv 114807 \$7067.54[3].pdf]
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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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