

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088926

Vendor Name: Tribune Media Group

Invoice Number: 035599249000

Invoice Date: 04/30/21

PO Number:

Check Number: E0085729

Check Amount: \$ 6,442.00

Check Date: 07/21/2021

Department ID: 11701

Reviewer Name:

Voucher Number: V0692184

Redaction Type: None

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

Document Below

# CHICAGO TRIBUNE

media group

14839 Collections Center Dr  
Chicago, IL 60693-0148

adbilling@tribpub.com  
844-348-2439

## Invoice & Summary

Billed Account Name: College Of Dupage/Mc Aninch  
Billed Account Number: CU00039420  
Invoice Number: 035599249000  
Amount: \$2,000.00  
Billing Period: 04/01/21 - 04/30/21  
Due Date: 05/30/21  
All past due amounts are payable immediately



## INVOICE/SUMMARY

AFTER THE FACT  
INVOICE- NO PO

FY21

VN 1088926

Page 1 of 2

### Invoice & Summary Details

Date	trunc Reference #	Description	Ad Size/	Gross	Total
		Balance Forward			2,000.00
04/09/21		Payment Received :Ref# 97017007320			-1,000.00
		<b>Current Activity</b>			
04/04/21	CTC35599249	Display NP: Rachmaninoff 6893462			1,000.00

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.

Inv 035599249000  
1000.00  
05-60-11701-5407001  
71 Print Ad NP21\_PIANO

Current Advertising

*Diana Martinez*

Diana Martinez, Director MAC

1,000.00

Lisa Stock

Digitally signed by Lisa Stock  
Date: 2021.07.06 09:27:12  
-05'00'

Signed on behalf of

Dr. Mark Curtis-Chavez, Provost

Mark Curtis-Chavez

**APPROVED**

By Ellen McGowan at 10:10 am, Jun 29, 2021

Total: \$2,000.00

### Account Summary

Current	1-30	31-60	61-90	91+	Unapplied Amount
1,000.00	0.00	0.00	0.00	1,000.00	0.00

Chicago Tribune Hoy IS metronix naperville CHICAGO Trib MOTIV8  
Beacon-News Courier-News News-Sun NapervilleSun Pioneer Press PostTribune Southtown

**AP VERIFIED**

**07/20/21 - ISABEL BARRIOS**

Please attach and return this invoice with your payment

### Remittance Section

CHICAGO TRIBUNE

14839 Collections Center Dr  
Chicago, IL 60693-0148

media group

Billed Period: 04/01/21 - 04/30/21  
Billed Account Name: College Of Dupage/Mc Aninch  
Billed Account Number: CU00039420  
Invoice Number: 035599249000

Return Service Requested

4726002050 PRESORT 2050 1 MB 0.447 P1C10 <B>



COLLEGE OF DUPAGE/MC ANINCH  
COLLEGE OF DUPAGE/MC ANINCH  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708

For questions regarding this billing, or change of address notification, please contact Customer Care:

Chicago Tribune Company  
14839 Collections Center Dr  
Chicago, IL 60693-0148



00003942000003942001035599249 00100000 00200000 ?

-----  
From: Barrios, Isabel <barriosi142@cod.edu>  
Sent: Tue Jul 20 14:34:23 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](mailto:sekerkaj@cod.edu)

[attachment: Copy of ATF FY21 Invoice Vendor List.xlsx]  
[attachment: Tribune Media Inv 035599249000 1000.00 04-30-21.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.
--	--

**Exemption Signatures**

Diana Martinez, Director of MAC (Administrator)	Date
---	------

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

Eugene Refakes, Manager, Acct Operations & Financial Systems	Date
--	------

Theresa Dobersztyn, Manager, Procurement Services	Date
---	------

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088926

Vendor Name: Tribune Media Group

Invoice Number: 037212236000

Invoice Date: 05/31/21

PO Number:

Check Number: E0085729

Check Amount: \$ 6,442.00

Check Date: 07/21/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0692188

Redaction Type: None

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

Document Below



# CHICAGO TRIBUNE

media group

VN 1088926

14839 Collections Center Dr  
Chicago, IL 60693-0148

adbilling@tribpub.com  
844-348-2439

## Invoice & Summary

Billed Account Name: College Of Dupage/Mc Aninch  
Billed Account Number: CU00039420  
Invoice Number: 037212236000  
Amount: \$6,442.00  
Billing Period: 05/01/21 - 05/31/21  
Due Date: 06/30/21  
All past due amounts are payable immediately



## INVOICE/SUMMARY

AFTER THE FACT  
INVOICE- NO PO

Inv 037212236000  
05-60-11701-5407001 \$1000.00  
05-60-11999-5407001 \$4442.00

Page 1 of 2

FY21

### Invoice & Summary Details

Date	trunc Reference #	Description	Ad Size/ Units	Rate	Gross Amount	Total
		Balance Forward				2,000.00
05/14/21		Payment Received :Ref# 32004539683				-1,000.00
		<b>Current Activity</b>				
05/02/21	CTC37212236	Display NP: A Salute to Frida 6893491			1,000.00	
		<i>NP21 - FRIDA</i>				
		05-60-11701-5407001 71 Print Ad				
05/23/21	CTC37212236	Display Frida Kahlo: Timeless 6947387			4,442.00	
		<i>G20 - KAHLO</i>				
		05-60-11999-5407001 71 Print Ad				
		<b>Total Current Advertising</b>			5,442.00	
		<b>Total 5442.00</b>				
		<b>APPROVED</b> By Ellen McGowan at 9:22 pm, Jun 29, 2021				
		<b>Total: \$6,442.00</b>				

Lisa Stock

Digitally signed  
Stock  
Date: 2021.07.06  
09:28:59 -05'00'

signed on behalf of Mark Curtis-Chavez

Total 5442.00

Dr. Mark Curtis-Chavez, Provost

### Account Summary

Current	1-30	31-60	61-90	91+	Unapplied Amount
5,442.00	1,000.00	0.00	0.00	0.00	0.00

Chicago Tribune Hoy IS naperville CHICAGO Trib MOTIV8  
Beacon-News Courier-News News-Sun NapervilleSun Pioneer Press Post-Tribune Southtown

AP VERIFIED

07/20/21 ISABEL BARRIOS

### Remittance Section

Billed Period: 05/01/21 - 05/31/21  
Billed Account Name: College Of Dupage/Mc Aninch  
Billed Account Number: CU00039420  
Invoice Number: 037212236000

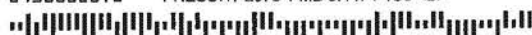
CHICAGO TRIBUNE

14839 Collections Center Dr  
Chicago, IL 60693-0148

media group

Return Service Requested

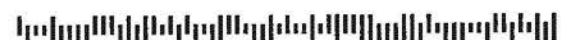
0430002078 PRESORT 2078 1 MB 0.447 P1C9 <B>



COLLEGE OF DUPAGE/MC ANINCH  
COLLEGE OF DUPAGE/MC ANINCH  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708

For questions regarding this billing, or change of address notification,  
please contact Customer Care:

Chicago Tribune Company  
14839 Collections Center Dr  
Chicago, IL 60693-0148



00003942000003942001037212236 00544200 00644200 7

-----  
From: Barrios, Isabel <barriosi142@cod.edu>  
Sent: Tue Jul 20 14:34:47 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](mailto:sekerkaj@cod.edu)

[attachment: Copy of ATF FY21 Invoice Vendor List.xlsx]  
[attachment: Tribune Media Inv 037212236000 5442.00 05-31-21.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.
--	--

**Exemption Signatures**

Diana Martinez, Director of MAC (Administrator)	Date
---	------

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

Eugene Refakes, Manager, Acct Operations & Financial Systems	Date
--	------

Theresa Dobersztyn, Manager, Procurement Services	Date
---	------