

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051192

Vendor Name: Mr Roland H. Raffel

Invoice Number: 063021

Invoice Date: 06/30/21

PO Number:

Check Number: 0283888

Check Amount: \$ 724.20

Check Date: 08/17/2021

Department ID: 11701

Reviewer Name:

Voucher Number: V0690611

Redaction Type: None

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

Document Below

# RAFFEL, ROLAND

FY21

College of DuPage - Accounts Payable  
Check Request Form  
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 6/30/2021  
Vendor ID: 0051192

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
GoDaddy 06-06-21	01	30	12331	5309004	Performing Arts Services	\$ 424.24
Event Espresso Plug In 03-21-21	01	40	11001	5309004	Performing Arts Services	\$ 49.96
Facebook 05-17-21 Frida	05	60	11999	5407001	Advertising Exps	\$ 233.10
Facebook 05-17-21-New Phil Frida	05	60	11701	5407001	Advertising Exps	\$ 16.90

Grand Total \$ 724.20

Check the appropriate box below and sign

- ☒ **We**, the undersigned, hereby certify that the goods/services, for which payment is being requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is being requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

**AP VERIFIED**  
**07/15/21 - ISABEL BARRIOS**

Payee Name: Roland Raffel  
Payee Address: 651 Buena Vista Drive Glen Ellyn, IL 60137

Other Instructions:

## Description on Check:

Reimbursements for Expenses on Roland Raffel's personal credit card after final employment date. Marketing expenses were automatically charge to his card on file. GoDaddy 06/06/21 CCMA Domaine Names 424.24 (493 Website NONE), Event Espresso Plug In for MAC Website through Stevens & Tate 49.96 (493 Website NONE), Facebook 05/17/21 Charges for Social Media (73 EAdv G20\_KAHLO)

## Approvals:

Prepared By: Ellen McGowan  
Signature: **APPROVED**  
By Ellen McGowan at 5:49 pm, Jul 14, 2021  
Payment Due: ASAP  
Board Approved Date:

Approved By: Ellen McGowan Date:  
Signature: **APPROVED**  
By Ellen McGowan at 5:49 pm, Jul 14, 2021  
Approved By: Date:  
Signature:  
Approved By Division VP: Date:  
Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

**College of DuPage - Accounts Payable**

**Check Request Form**

**Notes:**

**Processing a Check Request**

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

**From:** [Whitney Rhodes](#)  
**To:** [Roland H. Raffel](#); [McGowan, Ellen](#); [Rorotelly@att.net](#)  
**Cc:** [Niki Morrison](#); [Rakow, Amanda](#)  
**Subject:** [External] Credit card - Facebook  
**Date:** Tuesday, May 18, 2021 1:06:38 PM  
**Attachments:** [2021-05-17T19-43 Transaction 3950968291683041-7671682.pdf](#)

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CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hi Roland,

I learned of the issue with Facebook and your card from Niki and I was able to figure out what was going on.

Essentially, when the primary card fails Facebook will auto move to the alternative options in the queue. It appears we ran into an issue with Diana's card that has served as the primary card for the past few months and therefore that's what happened here. I have reached out to the MAC to work to resolve this, but in the meantime, I wanted to be sure I got you this receipt immediately so that you have it to resolve with the MAC and get yourself reimbursed.

I have removed the other cards besides Diana's so that we don't have this issue ever again.

I apologize very much for the inconvenience. I also apologize I couldn't take your call as I was on with another client.

Let me know if you notice anything else or if there's anything else I can do!

Warmly,

Whitney

**Whitney Rhodes** | Senior Account Executive | Carol Fox and Associates  
1412 W. Belmont | Chicago, IL 60657 | ☎ 773 327 3830 | 📠 773 969 5045  
[whitneyr@carolfoxassociates.com](mailto:whitneyr@carolfoxassociates.com) | [Website](#) | [Facebook](#) | [Instagram](#)

# Receipt for McAninch Arts Center

Account ID: 1378460889075524



Invoice/Payment Date  
May 17, 2021, 7:43 PM

Payment Method  
Visa · 9958  
Reference Number: V7SRF4BPE2

Transaction ID  
3950968291683041-7671682

Product Type  
Facebook

Paid

## \$250.00 USD

You're being billed because you reached your \$250.00 billing threshold.

### Campaigns

Frida 2021: Flight 1 - Conversions - Auction \$194.62  
From May 16, 2021, 12:00 PM to May 17, 2021, 7:43 PM

A&E	7,806 Impressions	\$42.41
Neighborhoods	5,856 Impressions	\$31.69
Frida	5,993 Impressions	\$34.45
Remarketing (site, event, page)	1,399 Impressions	\$10.86
Lookalike to Purchasers	10,917 Impressions	\$68.41
Art Museums	1,224 Impressions	\$6.80

Frida 2021: Flight 1 - Traffic - Auction \$38.48  
From May 16, 2021, 12:00 PM to May 17, 2021, 7:43 PM

Neighborhoods	1,537 Impressions	\$7.41
Frida	1,324 Impressions	\$7.93
A&E	1,868 Impressions	\$7.93
Art Museums	1,233 Impressions	\$6.53
Lookalike: Similar to Web Vistors	1,337 Impressions	\$8.68

New Philharmonic Salute to Frida \$16.90  
From May 16, 2021, 12:00 PM to May 17, 2021, 7:43 PM

Indiana Target	5,247 Impressions	\$16.66
Remarketing	79 Impressions	\$0.24

Facebook, Inc.  
1601 Willow Road  
Menlo Park, CA 94025-1452  
United States

McAninch Arts Center  
425 Fawell Boulevard  
Glen Ellyn, IL 60137, IL 60137  
United States



**From:** [Nicole Wagner](#)  
**To:** [Raffel, Roland](#)  
**Cc:** [McGowan, Ellen](#); [Margo Hawk](#)  
**Subject:** Re: [External] Need help with receipt  
**Date:** Thursday, June 10, 2021 10:13:15 AM  
**Attachments:** [eventespreso.pdf](#)

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Roland,

Here is the receipt. This is taken care of.

Enjoy retirement.

Nicole Wagner

**Stevens & Tate Marketing**

p: 630-627-5200 ex. 375 (currently not available at this number)

w: [stevens-tate.com](#) e: [nwagner@stevens-tate.com](mailto:nwagner@stevens-tate.com)



On Jun 9, 2021, at 1:31 PM, Raffel, Roland <[raffel@dupage.edu](mailto:raffel@dupage.edu)> wrote:

Hi Nicole -

I hope you are doing well.

Back in March, there was a \$50 charge on my personal credit card for a plugin update. The plugin is I believe for the calendar and is call Event Espresso. Could you please look into this and see if you could provide us with a receipt.

Could you also remove my card information as well so it doesn't happen in the future. Thank you so much.

Best regards - Roland

(630) 661-0146

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**From:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>  
**Sent:** Wednesday, June 9, 2021 12:53 PM  
**To:** Margo Hawk <[margoh@carolfoxassociates.com](mailto:margoh@carolfoxassociates.com)>  
**Cc:** Raffel, Roland <[raffel@dupage.edu](mailto:raffel@dupage.edu)>  
**Subject:** RE: [External] Re: Need help with receipt

Can you send me Nicole's email. It is nowhere on their bill or website.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
P. 630-942-3009  
F. 630-942-3002  
[mcgowan@cod.edu](mailto:mcgowan@cod.edu)

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**From:** Margo Hawk <[margoh@carolfoxassociates.com](mailto:margoh@carolfoxassociates.com)>  
**Sent:** Wednesday, June 9, 2021 12:41 PM  
**To:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>  
**Cc:** Raffel, Roland <[raffel@dupage.edu](mailto:raffel@dupage.edu)>  
**Subject:** [External] Re: Need help with receipt

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I just poked through everything I have access to on the site and wasn't able to find anything that would represent that a payment was made. I do recommend reaching out to Stevens & Tate to see if they can provide it. Feel free to copy me on the communication in case they recommend being able to find it on our site.

Best,  
Margo

**Margo Hawk** | Director, Branding and Digital Communications | Carol Fox and Associates  
1412 W. Belmont | Chicago, IL 60657 | d 815.541.1019  
[margoh@carolfoxassociates.com](mailto:margoh@carolfoxassociates.com) | [Website](#) | [Facebook](#) | [Instagram](#)

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**From:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>  
**Date:** Wednesday, June 9, 2021 at 12:36 PM  
**To:** Margo Hawk <[margoh@carolfoxassociates.com](mailto:margoh@carolfoxassociates.com)>  
**Cc:** Raffel, Roland <[raffel@dupage.edu](mailto:raffel@dupage.edu)>  
**Subject:** Need help with receipt

Hi Margo,  
Whitney thought you may be able to help me with this.  
Roland's personal credit card was charged \$50 ish for a plugin (Espresso) for the calendar on the MAC website. I think it may have come through Stevens and Tate?  
I need a receipt in order to reimburse him.  
Do you have it or can you get it from Stevens and Tate for us?

Ellen McGowan  
Business Manager  
McAninch Arts Center

College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
P. 630-942-3009  
F. 630-942-3002  
[mcgowan@cod.edu](mailto:mcgowan@cod.edu)



## Event Espresso

P.O. Box 681  
Washington, UT 84780  
United States  
Phone: 801-610-9282  
Email: "Event Espresso" <sales@eventespresso.com>  
Registration #: Event Espresso EIN: 27-4756593

## Invoice

Invoice # 53387  
Billed On Mar 21, 2021  
Terms On-Receipt  
Due On Mar 21, 2021

### Bill To

**Roland Raffel**

651 Buena Vista Drive  
Glen Ellyn, IL 60137  
United States

PAID

on Mar 21, 2021

**\$49.96** USD

Date	Description	Qty	Price	Subtotal
Mar 21, 2021 – Mar 21, 2022	Event Espresso 4 Personal	1	\$34.98	\$34.98
Mar 21, 2021 – Mar 21, 2022	Site License	1	\$0.00	\$0.00
Mar 21, 2021 – Mar 21, 2022	Core Event Espresso 4	1	\$0.00	\$0.00
Mar 21, 2021 – Mar 21, 2022	EE4 Events Calendar	1	\$14.98	\$14.98

Subtotal \$49.96

**Total \$49.96**

Paid (\$49.96)

**Amount Due \$0.00**

### Payments

Mar 21, 2021 \$49.96 Payment from Visa ... 9958

### Notes

All amounts in United States Dollars (USD)

Terms and Conditions: See: <https://eventespresso.com/support/terms-conditions/>

**From:** [Raffel, Roland](#)  
**To:** [McGowan, Ellen](#)  
**Subject:** [External] CCMA Domain Registration/renewal reimbursement  
**Date:** Monday, June 28, 2021 10:31:21 AM  
**Attachments:** [GoDaddy CCMA Domain renewal.pdf](#)

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CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good morning Ellen - I hope you had a good weekend.

Attached is a receipt for domain registration/renewal for the Cleve Carney Museum.

On June 6, there were a total of 7 CCMA domain names that were auto-renewed by GoDaddy. All 7 were renewed for two years and include privacy protection for security purposes. The total of \$424.24 was charged to my personal credit card since the number was still in their system. A copy of the receipt is attached.

Please let me know if there is anything else you require for reimbursement.

Now that the College has finally issued you a P-card - I can walk you through how to update the information on the GoDaddy account with your P-card and billing information. Let me know a time that best for you and it shouldn't take very long!

Thanks in advance Ellen - Roland

# Receipt

No 1881675791

CONTACT US 24/7 480-505-8877

DATE:

Jun 06, 2021, 12:48 PM

CUSTOMER #:

199257810

BILL TO:

Roland Raffel  
651 Buena Vista Drive,  
Glen Ellyn, Illinois 60137,  
United States  
+1.6306610146

PAYMENT:

MasterCard •••• 0083 \$424.24

**Previous Balance** \$424.24

**Received Payment** (\$424.24)

**Balance Due (USD)** \$0.00

Term	Product	Amount
2 yrs	.ORG Bulk Domain Renewal CLEVECARNEYMUSEUM.ORG <sup>1</sup>	\$41.98
2 yrs	Full Domain Privacy and Protection - Renewal CLEVECARNEYMUSEUM.ORG	\$19.98
2 yrs	.ORG Bulk Domain Renewal CARNEYMUSEUM.ORG <sup>1</sup>	\$41.98
2 yrs	Full Domain Privacy and Protection - Renewal CARNEYMUSEUM.ORG	\$19.98

2 yrs	.ORG Bulk Domain Renewal CCMART.ORG <sup>1</sup>	\$41.98
2 yrs	Full Domain Privacy and Protection - Renewal CCMART.ORG	\$19.98
2 yrs	.COM Bulk Domain Renewal CARNEYMUSEUM.COM <sup>1</sup>	\$37.98
2 yrs	Full Domain Privacy and Protection - Renewal CARNEYMUSEUM.COM	\$19.98
2 yrs	.COM Bulk Domain Renewal THECCMA.COM <sup>1</sup>	\$37.98
2 yrs	Full Domain Privacy and Protection - Renewal THECCMA.COM	\$19.98
2 yrs	.COM Bulk Domain Renewal CLEVECARNEYMUSEUM.COM <sup>1</sup>	\$37.98
2 yrs	Full Domain Privacy and Protection - Renewal CLEVECARNEYMUSEUM.COM	\$19.98
2 yrs	.ORG Bulk Domain Renewal THECCMA.ORG <sup>1</sup>	\$41.98
2 yrs	Full Domain Privacy and Protection - Renewal THECCMA.ORG	\$19.98
<b>Subtotal</b>		<b>\$421.72</b>
	Taxes	\$0.00
	Fees	\$2.52

Total (USD)	\$424.24
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REFERENCE

Taxes	\$0.00
GoDaddy.com, LLC	\$0.00
14455 N. Hayden Rd.,	
Suite 219,	
Scottsdale, Arizona 85260,	
United States	

Fees	\$2.52
1. ICANN	\$2.52
CLEVECARNEYMUSEUM.ORG	\$0.36
CARNEYMUSEUM.ORG	\$0.36
CCMART.ORG	\$0.36
CARNEYMUSEUM.COM	\$0.36
THECCMA.COM	\$0.36
CLEVECARNEYMUSEUM.COM	\$0.36
THECCMA.ORG	\$0.36

[Universal Terms of Service](#)

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From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Wed Jul 14 18:00:36 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Check Request Raffel, Roland FY21 Reimbursement  
-----

Please process the attached check request for FY21.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Raffel, Roland FY21 Reimbursements CHECK REQUEST FORM with Attchmnts.pdf]