

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1644549
Vendor Name: 3003 Corporate Hotel LLC
Invoice Number: 33654
Invoice Date: 5/6/2022
PO Number: P0002609
Check Number: 0299527
Check Amount: \$ 1,875.74
Check Date: 06/07/2022
Voucher Number: V0739256
Document Type: AP Invoice

Document Below



3003 Corporate West Drive • Lisle, IL 60532
Phone (630) 505-0900 • Fax (630) 505-8948
For reservations across the nation
www.doubletree.com or 1-800-222-TREE

Name & Address

COLLEGE OF DUPAGE-ELLEN ROBERT
425 FAWELL BLVD
GLEN ELLYN 60137

INVOICE# 33654
INVOICE DATE 5/6/2022
CURRENT DATE 5/6/2022
YOUR ACCOUNT # C216
YOUR P/O #

ORIGINAL

Hilton

Page: 1

PO # P 0002609

DATE	Folio #	AR TRANS	DESCRIPTION	AMOUNT
5/5/2022	120946 A	384542	Grp CD0502 [RTD FR COD MEETING 5.2.22:RCPT A]	\$1,875.74

W
WALDORF
ASTORIA
HOTELS & RESORTS

CONRAD
HOTELS & RESORTS

canopy
BY HILTON

Hilton
HOTELS & RESORTS

CURIO
A COLLECTION BY HILTON

DOUBLE TREE
BY HILTON

TAPESTRY
COLLECTION
BY HILTON

EMBASSY
SUITES
BY HILTON

Hilton
Garden
Inn

Hampton
BY HILTON

tru
BY HILTON

HOMESWOOD
SUITES
BY HILTON

HOME2
BY HILTON

Hilton
Grand Vacations

Hilton
HONORS

PAYMENT DUE UPON RECEIPT

Total: \$1,875.74

THANK YOU FOR YOUR BUSINESS!

QUESTIONS CONCERNING THIS INVOICE?
CALL: NICOLE THOMASON
630-245-7634

PLEASE RETURN ONE COPY OF INVOICE WITH PAYMENT

PAYMENT DUE UPON RECEIPT - 1.5% PER MONTH INTEREST CHARGE WILL BE APPLIED TO ALL PAST DUE INVOICES.



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Name & Address

COLLEGE OF DUPAGE-ELLEN ROBERT
 ATTN: ELLEN ROBERTS
 425 FAWELL BLVD
 GLEN ELLYN 60137

Room CD0502
 Arrival Date 5/2/2022 12:00:00 AM
 Departure Date 5/5/2022 12:00:00 AM

Adult/Child
 Room Rate

Rate Plan:
 HH #
 AL:
 Car:

COD MEETING 5.2.22
 5/5/2022



DATE	REFERENCE	DESCRIPTION	AMOUNT
5/3/2022	383563	*BANQUETS-79853-5.2.22	\$1,598.99
5/4/2022	383887	BANQUETS - A/V RENTAL-1713889-5.2.22	\$276.75
5/5/2022	384314	Direct Bill - COLLEGE OF DUPAGE-ELLEN ROBERT	(\$1,875.74)
		BALANCE	\$0.00



ACCOUNT NO.

CARD MEMBER NAME

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT
 I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND
 AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT
 THE INDICATED PERSON, COMPANY OR ASSOCIATION FAILS TO
 PAY FOR ANY PART OR THE FULL AMOUNT OF THESE CHARGES.

CARD MEMBER'S SIGNATURE
 X

DATE OF CHARGE FOLIO NO./CHECK NO.
 120946 A

AUTHORIZATION INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -1,875.74

PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.



DoubleTree by Hilton Lisle Naperville
 3003 Corporate West Drive, Lisle, IL 60532
 Phone: (630) 505 0900

BEO/Check #: 79853
 Page 1 of 1
 Date Printed: 05/03/22

Banquet Check

Post As:	College Of DuPage Meeting	Event Date:	Monday, May 2, 2022
Account:	College of DuPage	Contact:	Joe Hopper
Address:	425 Fawell Blvd. Glen Ellyn, IL 60137	Phone:	630-942-2913
		Email:	hopper@cod.edu
		Onsite Contact:	
		Onsite Phone:	
		Catering Manager:	Cynthia Schwartz
		Booked By:	Cynthia Schwartz

Event Time	Event Name	Room	Agr	Gtd
8:00 AM - 3:30 PM	Meeting	Cypress	20	
12:30 PM - 1:30 PM	Pre-Order Form	Cypress	20	

Food

Quantity	Item	Price	Amount
8	Bagels, cream cheese, toaster, etc.	\$4.50	\$36.00
19	Assorted Soft Drinks & Bottled Water	\$4.00	\$76.00
3	Starbucks Freshly Brewed Coffee, Decaf & Tead	\$78.00	\$234.00
21	Power or Protein Bars	\$4.95	\$103.95
4	Chicken Caesar Wrap	\$26.95	\$107.80
10	Turkey-Avocado Wrap	\$22.50	\$225.00
3	Buffalo Chicken Wrap	\$26.95	\$80.85
2	Asian Spinach Salad with Salmon	\$2.00	\$4.00
1	Asian Spinach Salad	\$25.75	\$25.75
1	Hamburger and French Fries	\$22.50	\$22.50
	Subtotal:		\$915.85
	Service Charge:		\$314.14
	Sales Tax .00%:		\$0.00
	Food Total:		\$1,229.99

Function Room Rental

Quantity	Item	Price	Amount
1	Cypress	\$300.00	\$300.00
	Subtotal:		\$300.00
	Service Charge:		\$69.00
	Function Room Rental Total:		\$369.00

Check Subtotal	\$1,215.85
Total Service Charges	\$383.14
Total Taxes	\$0.00
Check Grand Total	\$1,598.99
Deposit Paid	\$0.00
Balance Due	\$1,598.99

The Service Charge is the property of the hotel to cover discretionary costs of the event, a portion of which may be distributed to certain food and beverage service employees. Such Charge is not a tip or gratuity.

Organization Authorized Signature

Date

Date Printed: 05/03/22

DAILY RENTAL ORDER

Five-Star AudioVisual, Inc. Double Tree by Hilton Lisle/Naperville 3003 Corporate West Drive Lisle, IL 60532 Phone: 630-245-7640 Fax: 630-245-7670	Bill to: College of DuPage 2022 425 Fawell Blvd Gelen Ellyn, IL 60137 Joe Hopper
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Order Number	Order Date	Term	Customer Number	Master Account Number
17_13889	May 02, 2022	Master Bill	126176	TBD

Event: College of DuPage Meeting
Location: Cypress

Start: 8:00 AM End: 3:00 PM

Projection

Qty	ID No	Description	Rate	Total
1.00	10-41	Projection Support Package - Our Screen, Your Projector	\$225.00	\$225.00
Room Sub Total:				\$225.00

Notes:	Daily Subtotal	\$225.00
	Service Charge	\$51.75
	Daily Total:	\$276.75

Delivered by :

Client's Signature

Tuesday, May 03, 2022

Nicole Thomason <Nicole.Thomason@Hilton.com>

[External] DoubleTree INV 33654 PO# P0002609

Nicole Thomason <Nicole.Thomason@Hilton.com>

Fri, May 6, 2022 at 05:31 PM GMT

CC: Invoicing <invoicing@cod.edu>

BCC:

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.

Hello,

Please see attached invoice 33654.

Thank you.

Kind regards,

Nicole Thomason
Accounts Receivable Manager
DoubleTree by Hilton Lisle/Naperville
3003 Corporate West Drive
Lisle, IL 60532
Phn: 630-245-7634
Fax: 630-505-8948

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1 attachment

COLLEGE OF DUPAGE INV 33654.pdf