

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1630573

Vendor Name: Image Awards Engraving & Creative Keeps

Invoice Number: 35902

Invoice Date: 4/21/2022

PO Number: P0002872

Check Number: 0299152

Check Amount: \$ 1,575.00

Check Date: 05/13/2022

Voucher Number: V0738091

Document Type: AP Invoice

Document Below

"Zerrudo, Maria" <zerrudom@cod.edu>

FW: [External] Fw: College of DuPage PO# P0002872

"Zerrudo, Maria" <zerrudom@cod.edu>

Fri, May 6, 2022 at 06:43 PM GMT

CC:

BCC:

From: Swope, David <swoped28@cod.edu>

Sent: Friday, May 6, 2022 1:42 PM

To: Zerrudo, Maria <zerrudom@cod.edu>

Cc: Warehouse Services <warehouseservices@cod.edu>; Kalish, Amber <kalisha@cod.edu>

Subject: RE: [External] Fw: College of DuPage PO# P0002872

Hello Marivic,

Yes. Please pay the invoice. It has been checked by COD Warehouse and I have the product.

I picked it up myself because of the urgent nature required to complete my work.

I did not understand this check-in process and thought the PO was enough for payment. Certainly understand it better now.

Let me know if you need anything more from me.

Thank you so very much,

David A. Swope Sr.

Manager, Center for Student Diversity Equity and Inclusion

Coordinator, Peer Mentoring Program

College of DuPage

Student Affairs | 425 Fawell Blvd | Glen Ellyn, IL 60137 |

SSC Office 2225E | swoped28@cod.edu | o: 630-942-2565 | c: 630.699.1881 | f: 630-942-2136

P Please consider the environment before printing this email.

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Friday, May 6, 2022 1:14 PM
To: Swope, David <swoped28@cod.edu>; Kalish, Amber <kalisha@cod.edu>
Subject: FW: [External] Fw: College of DuPage PO# P0002872
Importance: High

Hi David,

Can we have just 1 invoice to pay P0002872 since this PO has 1 line?

The vendor can send 1 invoice for a total of \$ 1,575.00 under P0002872 to invoicing@cod.edu

Thanks

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Friday, May 6, 2022 1:05 PM
To: Swope, David <swoped28@cod.edu>; Kalish, Amber <kalisha@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: [External] Fw: College of DuPage PO# P0002872
Importance: High

Hi David and Amber,

A/P received a call today from this vendor looking for payment on this invoice. She claims that she is C. O.D. but that the merchandise was picked up and she hasn't been paid yet. She also said that no one is responding to her emails. A/P has no record of this invoice.

Please advise.

Marivic, I copied you on this email because it falls under your alphabet.

Thanks.

From: Image Awards and Engraving <imageawards@sbcglobal.net>
Sent: Friday, May 6, 2022 12:39 PM
To: Barrios, Isabel <barriosi142@cod.edu>; Kalish, Amber <kalisha@cod.edu>; Swope, David <swoped28@cod.edu>
Subject: [External] Fw: College of DuPage PO# P0002872

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.

Thanks for your time on this ... I have also attached a copy of the invoice and am including David and Amber in this email as well, so we are all on the same page.

Patty

Patty Donahue
Image Awards, Engraving

and Studio Patty D
1031 E. State Street

enter off of Longview Drive
Geneva, IL 60134
630.232.1313

----- Forwarded Message -----

From: Image Awards and Engraving <imageawards@sbcglobal.net>

To: Kalish, Amber <kalisha@cod.edu>

Sent: Thursday, April 28, 2022, 01:03:01 PM CDT

Subject: Re: College of DuPage PO# P0002872

Hi Amber, please mark my vendor file as payment being due when services are rendered so there isn't any confusion in the future.

David Swope has picked up his order for this PO and did not have payment, so please send a check or call with a credit card at your earliest convenience.

Thank you,

Patty

Patty Donahue
Image Awards, Engraving

and Studio Patty D
1031 E. State Street

enter off of Longview Drive

Geneva, IL 60134

630.232.1313

<http://www.ImageAwards.net>

<http://www./StudioPattyD.com>

<https://spotsonthefox.com/studio-patty-d/>

Take the 1 in 5 pledge

Customer Hours:

Tuesday - 10-5

Thursday - 10-5

Saturday - 10-2

All other times are by appointment.

We'd love it if you would leave us a [review](#).

On Tuesday, April 26, 2022, 11:59:00 AM CDT, Kalish, Amber <kalisha@cod.edu> wrote:

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm
Shipping questions? Contact the COD Warehouse at: 630-942-2550

Invoicing

Procurement Services does not process payments.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to **invoicing@cod.edu** to ensure proper approval routing and expedited payments.

Submission of Invoices Instructions

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

Safer, Efficient, and Expedited Payments

ACH Payments

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Invoice questions? Contact Accounts Payable at invoicing@cod.edu or 630-942-2228

Thank you!

Procurement Services

Purchasing@cod.edu

2 attachments

1313_001.pdf