

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1658965
Vendor Name: Pezza Landscape Inc
Invoice Number: 5245
Invoice Date: 9/17/2022
PO Number: B0000703
Check Number: E0094052
Check Amount: \$ 5,510.00
Check Date: 03/08/2023
Voucher Number: V0774443
Document Type: AP Invoice

Document Below



Invoice: 5245

P.O. Box 308
Warrenville, IL 60555
630-393-7373

Date 9/17/2022
Terms Net 30
PO Number
Account #

Bill To

COLLEGE OF DUPAGE
FAWELL
GLEN ELLYN, IL 60137

Property Address

COLLEGE OF DUPAGE
FAWELL
GLEN ELLYN, IL 60137

Date/Time	Description	Total
9/17/2022	Extra work 180 man hours for September. Work around CHC building and additional guys last two weeks of September to assist in cutting grass per Valerie.	9666.00

Subtotal:	9666.00
Invoice Total:	\$9,666.00

PAYMENT COUPON

Pezza Landscape

P.O. Box 308
Warrenville, IL 60555
630-393-7373

COLLEGE OF DUPAGE
FAWELL
GLEN ELLYN, IL 60137

Terms Net 30

Account #

PO Number

Invoice # 5245

Invoice Date 9/17/2022

Invoice Balance \$9,666.00

Amount Enclosed

[External] Your Invoice is Attached

Pezza Landscape <mail@serviceautopilot.com>

Mon, Nov 28, 2022 at 03:29 PM UTC

CC:

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.

COLLEGE OF DUPAGE

Please see the attached invoice 5245.

Thanks!

Pezza Landscape
630-393-7373

1 attachment

Invoice.pdf

From: [Isabel Juarez](#)
To: [Barrios, Isabel](#)
Subject: PEZZA Landscape Invoice 5245 - other option?
Date: Thursday, February 16, 2023 10:49:50 AM
Attachments: [image001.jpg](#)

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerka@cod.edu



From: Sekerka, Joyce
Sent: Tuesday, January 31, 2023 8:30 AM
To: Inman, Don <inmand1960@cod.edu>
Cc: Heid, Dirk <heid@cod.edu>
Subject: RE: Pezza Landscape Invoice 5245 - other option?

You can just work with Isabel on this one, since it is under her letter of the alphabet. I copied both on the e-mail so that they were aware that we can't split BO's against one invoice.

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerka@cod.edu



From: Inman, Don <inmand1960@cod.edu>
Sent: Tuesday, January 31, 2023 8:28 AM
To: Sekerka, Joyce <sekerka@cod.edu>
Cc: Heid, Dirk <heid@cod.edu>
Subject: RE: Pezza Landscape Invoice 5245 - other option?

Great, thank you.

So who do I work with/how best to get that invoice "OK to pay \$6,060 only)?
Thru work flow? Thru Isabel/Maric?

D

From: Sekerka, Joyce <sekerka@cod.edu>
Sent: Tuesday, January 31, 2023 8:16 AM
To: Inman, Don <inmand1960@cod.edu>
Cc: Heid, Dirk <heid@cod.edu>
Subject: RE: Pezza Landscape Invoice 5245 - other option?

Hi Don,

I think that should be okay. Since you are going to be creating a new PO to pay the remainder of that particular project.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerka@cod.edu



From: Inman, Don <inmand1960@cod.edu>
Sent: Monday, January 30, 2023 6:03 PM
To: Sekerka, Joyce <sekerka@cod.edu>
Cc: Heid, Dirk <heid@cod.edu>
Subject: RE: Pezza Landscape Invoice 5245 - other option?

Can we pay the \$6,060 on this invoice from BO 00703 (which will close that BO) and then create a new PO to pay for the remaining portion of this invoice?

From: Sekerka, Joyce <sekerka@cod.edu>
Sent: Monday, January 30, 2023 3:11 PM
To: Heid, Dirk <heid@cod.edu>; Inman, Don <inmand1960@cod.edu>
Cc: Barrios, Isabel <isab142@cod.edu>; Zerrudo, Marvin <zerrudom@cod.edu>
Subject: Pezza Landscape Invoice 5245

Hi Dirk/Don,

Earlier last week I advised you it was okay to split BO's against an invoice. However, I met with Purchasing last week and I have since been corrected that this is not allowable due to the projects on the Blanket Orders.

So, for this invoice, and going forward we cannot split them. We will need to either close a BO and Budgeting will need to move the funds over to the current assigned BO or just have a new BO created all together.

I apologize for giving you incorrect information and I should have spoken with Purchasing first before I responded.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerka@cod.edu



From: Barrios, Isabel <isab142@cod.edu>
Sent: Monday, January 30, 2023 2:35 PM
To: Sekerka, Joyce <sekerka@cod.edu>
Subject: PEZZA LANDSCAP

Hi Joyce,

This is the invoice we discussed.

Thanks.



8
IL 60555
73

OF DUPAGE

/N, IL 60137

Invoice: 5245

Date 9/17/2022
Terms Net 30
PO Number
Account #

Property Address

COLLEGE OF DUPAGE
FAWELL
GLEN ELLYN, IL 60137

Description	Total
Extra work 180 man hours for September. Work around CHC building and additional guys last two weeks of September to assist in cutting grass per Valerie.	9666.00

Subtotal:	9666.00
Invoice Total:	\$9,666.00

Isabel C. Barrios
Accounts Payable Specialist
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-4559
phone 630-942-3412 | isabelc@cd.edu



Peza Landscape Inc
60555

Check Memo

Description
9/17/22 Extra Service for September 2022

Fiscal Year Date

Blanket Purchase Order Number

80000703

Blanket Purchase Order



Requester

Create Date

11/26/2022

Creator Name

Joyce Sekerka

AP Type

IM

Fiscal Year

FY23

Special Handling

Comments (0)

Joyce Sekerka 11/26/2022 10:55 AM
Email address of sender: manjiv@serviceautopilot.com
Email received timestamp: 11/26/2022 10:58 AM

Yannelliss Gonzalez 11/26/2022 01:21 PM
gonzalezc reviewed

Desk Head 11/26/2022 04:20 PM

Per Our terms please pay this invoice using the below two Blanket orders

Peza Landscape Invoice 5245 \$9,666.00

\$6,000 from 80000703

\$3,666 From 80001204