

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1085560 **Vendor Name:** Grainger - Downers Grove

**Check Details:**

**Check Number:** E0110471 **Check Amount:** \$ 582.54 **Check Date:** 11/11/2025

**Invoice Details:**

**Invoice Number:** 9603804619 **Invoice Date:** 8/12/2025 **PO Number:** P0018832 **Voucher Number:** V0912852

**Document Type:** AP Invoice

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**Document Below**



2701 OGDEN AVE.  
DOWNERS GROVE, IL 60515-1704  
www.grainger.com

SHIP TO  
ATTN: MARK PEARSON/ARCHITE  
COLLEGE OF DUPAGE  
425 Fawell Blvd  
Glen Ellyn IL 60137-6708

BILL TO  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

**ORIGINAL INVOICE**

GRAINGER ACCOUNT NUMBER 801544016  
INVOICE NUMBER 9603804619  
INVOICE DATE 08/12/2025  
DUE DATE 09/11/2025  
AMOUNT DUE \$1,100.50

PO NUMBER: P0018832  
PROJECT/JOB: 99  
CALLER: MARK  
CUSTOMER PHONE: 6309422238  
ORDER NUMBER: 1558046511  
INCO TERMS: FOB DESTINATION

Pay invoices online at:  
[www.grainger.com/invoicing](http://www.grainger.com/invoicing)

**THANK YOU!** FEI NUMBER 36-1150280  
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL **1-800-472-4643**

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	827F76	SAFETY HELMET,RATCHET (4-POINT) CUST PART # WWG827F76 Grainger Part Nbr: 827F76 Customer UOM: MANUFACTURER # 10242635  Delivery #6681349996 Date Shipped:08/12/2025 Carrier: UPS GROUND No:of Pkgs:2 Wt: 16.500 Trk #:1ZY625A50320745484 1ZY625A50320745760 SHIPPED FROM: DC MINOOKA 005 701 GRAINGER WAY,MINOOKA,IL 60447-9998	10	110.05	1,100.50

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (I) DISPUTE RESOLUTION REMEDIES, AND (II) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT [WWW.GRAINGER.COM](http://WWW.GRAINGER.COM)  
PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT [WWW.GRAINGER.COM/RETURNS](http://WWW.GRAINGER.COM/RETURNS)

INVOICE SUB TOTAL 1,100.50

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for export controls. Diversion contrary to US law prohibited.

PAY THIS INVOICE - PAYMENT TERMS Net 30 days after inv IN U.S. DOLLARS.

**AMOUNT DUE \$1,100.50**

**PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT**

BILL TO:

COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599  
UNITED STATES OF AMERICA

REMIT TO:

GRAINGER  
DEPT. 801544016  
PALATINE, IL 60038-0001

8015440169603804619100011005010000000100000001000000025091113

X

ACCOUNT NUMBER  
801544016

DATE  
08/12/2025

INVOICE NUMBER  
9603804619

AMOUNT DUE  
\$1,100.50

Accounts Payable <acctpay@cod.edu>

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**FW: [External] Grainger Inv # 9603804619 PO# P0018832**

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Accounts Payable <acctpay@cod.edu>

Wed, Aug 13, 2025 at 03:49 PM UTC

CC:

BCC:

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**From:** W. W. GRAINGER <S\_BTCEMAIL@GRAINGER.COM>

**Sent:** Tuesday, August 12, 2025 9:39 PM

**To:** Accounts Payable <acctpay@cod.edu>

**Subject:** [External] Grainger Inv # 9603804619 PO# P0018832

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**1 attachment**

Grainger Inv # 9603804619 PO# P0018832.pdf

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1085560 **Vendor Name:** Grainger - Downers Grove

**Check Details:**

**Check Number:** E0110471 **Check Amount:** \$ 582.54 **Check Date:** 11/11/2025

**Invoice Details:**

**Invoice Number:** 9613710863 **Invoice Date:** 8/19/2025 **PO Number:** NULL  
**Voucher Number:** V0912853

**Document Type:** AP Invoice

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**Document Below**



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www.grainger.com

PAGE 1 OF 1

## CREDIT MEMO

GRAINGER ACCOUNT NUMBER 801544016  
CREDIT MEMO NUMBER 9613710863  
INVOICE DATE 08/19/2025  
**ORIGINAL INVOICE** 9603804619  
CREDIT AMOUNT 880.40CR

SHIP TO  
ATTN: MARK PEARSON/ARCHITE  
COLLEGE OF DUPAGE  
425 Fawell Blvd  
Glen Ellyn IL 60137-6708

PO NUMBER: P0018832  
PROJECT/JOB: 99  
CALLER: MARK  
CUSTOMER PHONE: 6309422238  
ORDER NUMBER: 1558673077  
INCO TERMS: FOB DESTINATION

BILL TO  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

Pay invoices online at:  
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Sign up for paperless invoicing at:  
[www.grainger.com/paperlessinvoicing](http://www.grainger.com/paperlessinvoicing)

**THANK YOU!** FBI NUMBER 36-1150280  
FOR QUESTIONS ABOUT THIS CREDIT MEMO CALL **1-800-472-4643**

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	827F76	SAFETY HELMET,RATCHET (4-POINT) CUST PART # WWG827F76 Grainger Part Nbr: 827F76 Customer UOM: MANUFACTURER # 10242635  Delivery #:4043010029 Date: 08/19/2025 Carrier: UPS GROUND No:of Pkgs: Wt: 13.200 RETURNED TO: DC MINOOKA 005 701 GRAINGER WAY,MINOOKA,IL 60447-9998	8	110.05	880.40

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (I) DISPUTE  
RESOLUTION REMEDIES, AND (II) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS  
IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S  
TERMS OF SALE ARE AVAILABLE AT [WWW.GRAINGER.COM](http://WWW.GRAINGER.COM)  
PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT [WWW.GRAINGER.COM/RETURNS](http://WWW.GRAINGER.COM/RETURNS)

INVOICE SUB TOTAL 880.40

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for compliance with US  
export controls. Diversion contrary to US law prohibited.

Reprint

NO PAYMENT DUE - THIS CREDIT MEMORANDUM FOR YOUR RECORDS

**CREDIT AMOUNT \$880.40 CR**

**NO PAYMENT DUE - PLEASE DEDUCT THIS CREDIT FROM YOUR NEXT REMITTANCE**

BILL TO:

COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599  
UNITED STATES OF AMERICA

REMIT TO:

GRAINGER  
DEPT. 801544016  
PALATINE, IL 60038-0001

801544016961371086300000880401000000010000000100000025091888

X

ACCOUNT NUMBER

801544016

DATE

08/19/2025

CREDIT MEMO NUMBER

9613710863

CREDIT AMOUNT

880.40CR

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE

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

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**FW: [External] P0018832**

---

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

Thu, Nov 6, 2025 at 05:15 PM UTC

CC:

BCC:

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**From:** Kurtzweil, Kayla <kurtzweilk760@cod.edu>  
**Sent:** Thursday, October 16, 2025 2:51 PM  
**To:** Zerrudo, Marivic <zerrudom@cod.edu>  
**Cc:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Fw: [External] P0018832

Hi Marivic,

I hope you're the correct person to reach out to regarding this, as the purchase was made with Grainger. In August we ordered 10 safety helmets through the Grainger punchout and only 2 arrived. We thought the remaining 8 were on backorder, but it turns out 8 were returned to Grainger as the shipping label was missing, and they processed a credit on 8/19 (see attached). I had no idea this happened, as the invoice we received was for all 10 helmets (attached as well), and I was under the impression the remaining 8 were just delayed.

Given we have already received 2 of the helmets, but the invoice is for 10, I was wondering how I need to move forward with processing that payment. Then, I will need to create a new order for 8 more helmets.

Any advice on how best to navigate these purchases would be greatly appreciated!

Kind regards,

Kayla Kurtzweil

***Program Support Specialist; Music, Architecture/Construction Management, Dance, Interior Design, Fashion Studies & Mass Communication***

**College of DuPage**

425 Fawell Blvd., Glen Ellyn, IL 60137

Office:(630)942-2882

[kurtzweilk760@cod.edu](mailto:kurtzweilk760@cod.edu)

---

**From:** Strogis, Derek <[Derek.Strogis@grainger.com](mailto:Derek.Strogis@grainger.com)>  
**Sent:** Thursday, October 16, 2025 1:34 PM  
**To:** Kurtzweil, Kayla <[kurtzweilk760@cod.edu](mailto:kurtzweilk760@cod.edu)>  
**Subject:** [External] P0018832

**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 afternoon Kayla,

Thank you for your patience here as this email has made its way to me. I'm happy to assist here!

On order 1558046511 (P0018832) , 8 of them were returned on 1558673077 as the shipping label was missing. The credit was processed on 8/19. Copy attached. The order came in through EDI so we would need to reorder if still needed.

Let me know if you have any additional questions here. Thanks again!

**Derek Strogis | Government Program Manager, Government | W.W. Grainger, Inc.**  
819 E Gate Dr. | Mt. Laurel, NJ 08054 | M: 445-600-2507 | [derek.strogis@grainger.com](mailto:derek.strogis@grainger.com)

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#### **Customer Reference Information**

**Grainger Team** | P: 800-472-4643 | [eandi@grainger.com](mailto:eandi@grainger.com)

**E&I Cooperative** | Contract # **CNR01496**



Low Sensitivity

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**4 attachments**

Outlook-A red text.png

Outlook-ffauldyz.png

Outlook-Background.png

credit qty 8.pdf

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1085560 **Vendor Name:** Grainger - Downers Grove

**Check Details:**

**Check Number:** E0110471 **Check Amount:** \$ 582.54 **Check Date:** 11/11/2025

**Invoice Details:**

**Invoice Number:** 9704297218 **Invoice Date:** 11/7/2025 **PO Number:** P0020309 **Voucher Number:** V0913218

**Document Type:** AP Invoice

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**Document Below**



2701 OGDEN AVE.  
DOWNERS GROVE, IL 60515-1704  
www.grainger.com

SHIP TO  
ATTN: LEVI YASTROW  
COLLEGE OF DUPAGE  
425 Fawell Blvd  
Glen Ellyn IL 60137-6708

BILL TO  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

**ORIGINAL INVOICE**

GRAINGER ACCOUNT NUMBER 801544016  
INVOICE NUMBER 9704297218  
INVOICE DATE 11/07/2025  
DUE DATE 12/07/2025  
AMOUNT DUE \$20.10

PO NUMBER: P0020309  
PROJECT/JOB: 99  
CALLER: LEVI YASTROW  
CUSTOMER PHONE: 6309422238  
ORDER NUMBER: 1566831586  
INCO TERMS: FOB DESTINATION

Pay invoices online at:  
[www.grainger.com/invoicing](http://www.grainger.com/invoicing)

**THANK YOU!** FEI NUMBER 36-1150280  
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL **1-800-472-4643**

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
4	2PYW6	TRASHCAN,SILVER,31GAL,GALVANIZEDSTEEL CUST PART # WWG2PYW6 Grainger Part Nbr: 2PYW6 Customer UOM: E MANUFACTURER # 2PYW6  Delivery #6691588801 Date Shipped:11/07/2025 Carrier: GOFORWARD LOGISTICS LLC No:of Pkgs:1 Wt: 8.530 Trk #:GFLWWGR-00000011575 SHIPPED FROM: IL BULK WAREHOUSE 020 3501 CORPORATE DR,JOLIET,IL 60431	1	20.10	20.10

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (I) DISPUTE RESOLUTION REMEDIES, AND (II) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT [WWW.GRAINGER.COM](http://WWW.GRAINGER.COM)  
PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT [WWW.GRAINGER.COM/RETURNS](http://WWW.GRAINGER.COM/RETURNS)

INVOICE SUB TOTAL 20.10

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for export controls. Diversion contrary to US law prohibited.

PAY THIS INVOICE - PAYMENT TERMS Net 30 days after inv IN U.S. DOLLARS.

**AMOUNT DUE \$20.10**

**PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT**

BILL TO:

COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599  
UNITED STATES OF AMERICA

REMIT TO:

GRAINGER  
DEPT. 801544016  
PALATINE, IL 60038-0001

801544016970429721810000020101000000010000000100000025120702

X ACCOUNT NUMBER 801544016 DATE 11/07/2025 INVOICE NUMBER 9704297218 AMOUNT DUE \$20.10

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE

Accounts Payable <acctpay@cod.edu>

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**FW: [External] Grainger Inv # 9704297218 PO# P0020309**

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Accounts Payable <acctpay@cod.edu>

Mon, Nov 10, 2025 at 05:00 PM UTC

CC:

BCC:

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**From:** W. W. GRAINGER <S\_BTCEMAIL@GRAINGER.COM>

**Sent:** Friday, November 7, 2025 9:38 PM

**To:** Accounts Payable <acctpay@cod.edu>

**Subject:** [External] Grainger Inv # 9704297218 PO# P0020309

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**1 attachment**

Grainger Inv # 9704297218 PO# P0020309.pdf

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1085560 **Vendor Name:** Grainger - Downers Grove

**Check Details:**

**Check Number:** E0110471 **Check Amount:** \$ 582.54 **Check Date:** 11/11/2025

**Invoice Details:**

**Invoice Number:** 9704061655 **Invoice Date:** 11/7/2025 **PO Number:** P0020309 **Voucher Number:** V0913378

**Document Type:** AP Invoice

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**Document Below**



2701 OGDEN AVE.  
DOWNERS GROVE, IL 60515-1704  
www.grainger.com

SHIP TO  
ATTN: LEVI YASTROW  
COLLEGE OF DUPAGE  
425 Fawell Blvd  
Glen Ellyn IL 60137-6708

BILL TO  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

**ORIGINAL INVOICE**

GRAINGER ACCOUNT NUMBER 801544016  
INVOICE NUMBER 9704061655  
INVOICE DATE 11/07/2025  
DUE DATE 12/07/2025  
AMOUNT DUE \$342.34

PO NUMBER: P0020309  
PROJECT/JOB: 99  
CALLER: LEVI YASTROW  
CUSTOMER PHONE: 6309422238  
ORDER NUMBER: 1566831586  
INCO TERMS: FOB DESTINATION

Pay invoices online at:  
[www.grainger.com/invoicing](http://www.grainger.com/invoicing)

**THANK YOU!** FEI NUMBER 36-1150280  
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL **1-800-472-4643**

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	2D559	SANDING BELT,48 IN L,6 IN W,100 G CUST PART # WWG2D559 Grainger Part Nbr: 2D559 Customer UOM: E MANUFACTURER # 78072727982	5	15.35	76.75
2	6A026	PSA SANDING DISC,12 IN DIA,80 G CUST PART # WWG6A026 Grainger Part Nbr: 6A026 Customer UOM: E MANUFACTURER # 66261136615	3	10.58	31.74
3	20YV51	HOT MELT ADHESIVE,7/16" DIA.,10" L,PK45 CUST PART # WWG20YV51 Grainger Part Nbr: 20YV51 Customer UOM: MANUFACTURER # 725R10-25P	1	117.28	117.28
5	820RW2	TRASH CAN TOP,21 IN DIA.,ROUND,SILVER CUST PART # WWG820RW2 Grainger Part Nbr: 820RW2 Customer UOM: MANUFACTURER # 820RW2	1	10.07	10.07
6	6YGC7	BANDSAWBLADE,L:8 FT 9 IN,W:1/4" CUST PART # WWG6YGC7 Grainger Part Nbr: 6YGC7 Customer UOM: E MANUFACTURER # 8' 9" - -8'9"	5	21.30	106.50

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (I) DISPUTE RESOLUTION REMEDIES, AND (II) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT [WWW.GRAINGER.COM](http://WWW.GRAINGER.COM)  
PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT [WWW.GRAINGER.COM/RETURNS](http://WWW.GRAINGER.COM/RETURNS)

INVOICE SUB TOTAL 342.34

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for export controls. Diversion contrary to US law prohibited.

PAY THIS INVOICE - PAYMENT TERMS Net 30 days after inv IN U.S. DOLLARS.

**AMOUNT DUE \$342.34**

**PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT**

BILL TO:

COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599  
UNITED STATES OF AMERICA

REMIT TO:

GRAINGER  
DEPT. 801544016  
PALATINE, IL 60038-0001

801544016970406165510000342341000000010000000100000025120715

X	ACCOUNT NUMBER	DATE	INVOICE NUMBER	AMOUNT DUE
	801544016	11/07/2025	9704061655	\$342.34

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE



2701 OGDEN AVE.  
DOWNERS GROVE, IL 60515-1704  
www.grainger.com

PAGE 2

**ORIGINAL INVOICE**

GRAINGER ACCOUNT NUMBER	801544016
INVOICE NUMBER	9704061655
INVOICE DATE	11/07/2025
DUE DATE	12/07/2025
AMOUNT DUE	\$342.34

SHIP TO  
ATTN: LEVI YASTROW  
COLLEGE OF DUPAGE  
425 Fawell Blvd  
Glen Ellyn IL 60137-6708

BILL TO  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
		Delivery #6691597955    Date Shipped:11/07/2025 Carrier: UPS GROUND    No:of Pkgs:3    Wt: 32.710 Trk #:1ZY625A50321213761    1ZY625A50321215723    1ZY625A50321215956 SHIPPED FROM: DC MINOOKA 005 701 GRAINGER WAY,MINOOKA,IL 60447-9998			

Accounts Payable <acctpay@cod.edu>

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**FW: [External] Grainger Inv # 9704061655 PO# P0020309**

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Accounts Payable <acctpay@cod.edu>

Mon, Nov 10, 2025 at 05:00 PM UTC

CC:

BCC:

---

**From:** W. W. GRAINGER <S\_BTCEMAIL@GRAINGER.COM>

**Sent:** Friday, November 7, 2025 9:38 PM

**To:** Accounts Payable <acctpay@cod.edu>

**Subject:** [External] Grainger Inv # 9704061655 PO# P0020309

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**1 attachment**

Grainger Inv # 9704061655 PO# P0020309.pdf