

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1087215 **Vendor Name:** League of Chicago Theatres

Check Details:

Check Number: 0346557 **Check Amount:** \$ 1,450.00 **Check Date:** 11/18/2025

Invoice Details:

Invoice Number: 33038 **Invoice Date:** 10/28/2025 **PO Number:** B0003360
Voucher Number: V0912712

Document Type: AP Invoice

Document Below

INVOICE

League of Chicago Theatres
17 N Wabash Ave
Chicago, IL 60602-4704

emily@chicagoplays.com
312-554-9800
www.chicagoplays.com



Bill to
Connie Canaday Howard
McAninch Arts Center at College of DuPage
Amy Calhoun
425 Fawell Blvd.
Glen Ellyn, IL 60137

Ship to
Connie Canaday Howard
McAninch Arts Center at College of DuPage
Amy Calhoun
425 Fawell Blvd.
Glen Ellyn, IL 60137

Invoice details
Invoice no.: 33038
Terms: Due Upon Receipt
Invoice date: 10/28/2025
Due date: 11/05/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Theater Guide	2025 Holiday Theater Guide Advertisement - Full Page Ad + Complimentary Social post	1	\$1,450.00	\$1,450.00
2.		Production: A Christmas Carol 2025			

Total **\$1,450.00**

Note to customer

Pay Co-Op Advertising: form.jotform.com/ChicagoPlays/payment-form

Alexis Davis <alexis@chicagoplays.com>

[External] RE: College of DuPage PO # P0020129 - Invoice #33038

Alexis Davis <alexis@chicagoplays.com>

Thu, Oct 30, 2025 at 02:35 PM UTC

CC: Sharbaugh, Linda <sharbaughl@cod.edu>, Frick, Eric <fricke@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.

Good Morning!

Attached is the invoice for your 2025 LOCT Holiday Guide Ad. Please let me know if you have any questions.

Thank you!

Alexis J. Davis (she/her)

Director of Marketing

League of Chicago Theatres

P: 312-554-9811 | alexis@chicagoplays.com

Let's Talk Advertising! Book an appointment with me [here](#)

From: Frick, Eric <fricke@cod.edu>
Sent: Monday, October 27, 2025 11:06 AM
To: Alexis Davis <alexis@chicagoplays.com>
Cc: Sharbaugh, Linda <sharbaughl@cod.edu>
Subject: College of DuPage PO # P0020129

You don't often get email from fricke@cod.edu . [Learn why this is important](#)

[EXTERNAL]

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.

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

Invoice 33038 - MAC at College of DuPage - A Christmas Carol.pdf

image001.png