

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1569744  
Vendor Name: Vaxcel International Co. Ltd.  
Invoice Number: CES20200127-00150  
Invoice Date: 07/09/20  
PO Number:  
Check Number: 0271012  
Check Amount: \$ 134.50  
Check Date: 07/14/2020  
Department ID: 13290  
Reviewer Name:  
Voucher Number: V0636085  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

# AP VERIFIED

## 07/14/20 - ISABEL BARRIOS

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 7/9/2020  
Vendor ID: 1569744

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CES20200127-00150		01	90	13290	4600001	Facilities Rental	\$ 134.50
Grand Total							\$ 134.50

**Check the appropriate box below and sign**

- ☒ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Vaxcel International  
Payee Address: 121 East North Ave  
Carol Stream, IL 60188

Other  
Instructions:

Attn: Kimberly Schrader

**Description on Check:**

Refund Payment of Room Rental Deposit due to COVID 19

**Approvals:**

Prepared By: Jennifer Charles  
Signature: *Jennifer Charles*  
Payment Due:  
Board Approved Date:

Approved By: **APPROVED**  
Signature: *By Eric Schultz at 11:30 am, Jul 09, 2020*  
Approved By: Date:  
Signature: *Eric M. Roberts* Date: 7.9.2020  
Approved By Division VP: Date:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)





Contract #: CES20200127-00055  
COLLEGE OF DUPAGE  
CONFERENCE AND EVENT SERVICES  
FACILITIES RENTAL CONTRACT

Date: **March 2, 2020**

1. This shall serve as a contract agreement covering the services of the College of DuPage (herein known as COLLEGE) and **Vaxcel International** (herein known as PURCHASER).
2. Type of Engagement: **Meeting**
3. Facility(ies) Rented: **Technical Education Center, Room 1038B (TEC 1038B)**
4. Estimated Attendance: **8**
5. Date(s), starting and finishing time of event: **Wednesday, April 1, 2020 | 1:00PM – 5:00PM**  
**Thursday, April 2, 2020 | 7:30AM – 6:30PM**
6. Room Rental agreed upon: **\$269.00** plus if applicable Audio Visual, Custodial, Dining Services, Public Safety charges.
7. College will provide the following Audio Visual/Technical, Custodial, and Public Safety Services at the noted prices. The PURCHASER shall provide in writing to the COLLEGE all service requirements (AudioVisual, Custodial, Dining Services [see item #15 for restrictions], and Public Safety) at least three weeks prior to the engagement.

Audio Visual/Technical, Custodial, Dining Services and Public Safety Services	Cost
<b>Room Rental</b> - Rental rate includes a half day rate at \$99 per 4 hours on April 1, 2020 and rental rate for a full day for April 2, 2020	<b>\$269.00</b>
<b>Custodial Services</b> - Includes event space setup and teardown of boardroom style seating	<b>\$35.00</b>
<b>AV Equipment</b>	<b>\$TBD</b>
<b>Event Tech Supervisor</b>	<b>\$TBD</b>
<b>Dining Services – TBD, pending PURCHASER'S SELECTIONS</b>	<b>\$TBD</b>
<b>Dining Services – Tax + 10% service fee</b>	<b>\$TBD</b>
<b>Other Requirements - TBD</b>	<b>\$TBD</b>

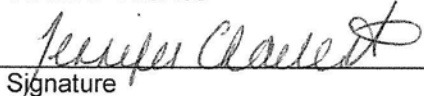
\*Please note – the fees listed above are subject to change, based on any changes or additions to the above section.

8. PURCHASER shall make payment, by check, payable to **College of DuPage**, within thirty days of receiving rental invoice. Please contact Conference and Event Services to make Credit Card payments.
9. **Deposit: A deposit of \$134.50 must be returned with this signed contract to guarantee rental.**
10. Signed contracts, certificate of insurance, and the deposit must be returned to the College of DuPage by **Friday, March 6, 2020** to ensure facilities reservation.
11. **ADVERTISING** – PURCHASER agrees that the COLLEGE's facilities are simply an event venue and PURCHASER does not represent the COLLEGE in any way. Programs, advertising, or any materials referencing the College of DuPage shall not imply that the COLLEGE sponsors the PURCHASER's event, or that the event is in any way affiliated with College of DuPage. PURCHASER's use of the COLLEGE logo is expressly prohibited and the name and logo of the PURCHASER must appear in larger font than any reference to the COLLEGE. COLLEGE staff and/or resources are not available for advertising PURCHASER's event.
12. **ATTENDANCE** - PURCHASER agrees that event attendance shall not exceed the coded capacity of the appropriate venue. All events are encouraged to provide tickets so that over crowding does not occur and create a safety problem.
13. **CANCELLATION**
  - a. PURCHASER may cancel this contract without penalty, if rental is canceled more than thirty (30) days before the scheduled rental. A rental canceled between fourteen (14) and thirty (30) days prior to the rental will forfeit fifty percent (50%) of the deposit. A rental canceled less than fourteen (14) days prior to the rental will forfeit one hundred percent (100%) of the deposit.
  - b. If for any reason, except due to an Act of God, this contract is canceled by the PURCHASER beyond the Cancellation Clause contained herein, or a change of date is required by the PURCHASER for any

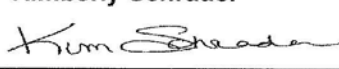
reason other than an Act of God, then the PURCHASER agrees to reimburse the COLLEGE for COLLEGES bona fide out of pocket expenses immediately upon presentation of an invoice of such expenses to the PURCHASER or his/her Representative.

- c. The COLLEGE will make all reasonable efforts to fulfill the reservation/contract. However, the COLLEGE reserves the right to cancel any event after providing reasonable notice to the PURCHASER. Cancellation may occur if the COLLEGE requires the space to accommodate classes, due to space limitations caused by increased enrollments or building renovations. In such case if cancellation is required, PURCHASER would receive a full refund on any deposit paid.
14. **EVENT CONTENT** – PURCHASER's event is not to be in competition with course offerings of the COLLEGE, if program is determined to be in competition with COLLEGE offerings this contract shall be terminated and all future facility reservations contained within this contract will be canceled.
15. **FOOD**
  - a. Catered food services will be provided by the College's contracted Food Service provider. Any outside catering must be approved by special arrangement. Alcoholic beverages may not be served or consumed on college property.
  - b. All beverages served, sold, distributed, supplied or donated in connection with any event at College of DuPage shall be exclusively brands distributed by Pepsi-Cola.
16. **GOVERNANCE** - This agreement shall be governed by the laws of the State of Illinois. The COLLEGE representative, in signing this contract, warrants that he signs as an authorized representative of the institution.
17. **INSURANCE** - Certificate of Insurance MUST be attached to this rental agreement providing evidence of liability coverage for PURCHASER in amounts not less than \$1,000,000 combined single limit for bodily injury and property damage, with a \$2,000,000 general aggregate. Certificate of Insurance must state that 30 days advance notice will be given to the College in the event of cancellation or material change in insurance coverage. Certificate of Insurance is to include College of DuPage as additional insured on the policy. ***Additionally, an Endorsement page must also be included, see sample attached.***
18. **LIABILITY** - PURCHASER shall be liable for any and all lost, stolen, and/or damaged equipment provided by the COLLEGE, as well as any damages to COLLEGE facilities, during the time of the PURCHASER's rental of College facilities.
19. **LOCATION**
  - a. COLLEGE reserves the right to move PURCHASER to an alternate facility on campus that would accommodate the PURCHASER's needs. PURCHASER will be given advance warning that their event has been moved.
  - b. PURCHASER may use only the facilities assigned under this contract.
20. **RESPONSIBILITY** –
  - a. The COLLEGE shall not be responsible for any items heretofore mentioned when prevented from doing so due to sickness, riots, strikes, epidemics, Acts of God, or any other legitimate conditions beyond the control of the COLLEGE. If such acts or conditions occur the COLLEGE is not liable for damages which the PURCHASER, his/her group or Representative might suffer.
  - b. The PURCHASER is responsible for any and all equipment that the PURCHASER, his/her group or representatives brings to the site of the rental. The PURCHASER is responsible for the set-up and tear down of all equipment and for property damage and/or personal injury which may arise as a result of faulty, improperly placed equipment and or negligence on the part of the PURCHASER, and shall hold the COLLEGE and their representative harmless from any such claims.
  - c. If this contract is signed by someone other than the PURCHASER contact, as listed within the front of this contract, the person signing for the PURCHASER expressly warrants that he/she is authorized by the PURCHASER to execute this contract for the PURCHASER for this rental at the time and place specified in this contract.
21. **TOBACCO FREE CAMPUS** - The College is dedicated to providing a learning environment that protects the future health and well-being of our students. The use of tobacco-related products is prohibited on all College premises. Refusal to comply with this policy may result in citations issued by the Campus Police.
22. In witness whereof the parties have executed this agreement on the date(s) indicated.

For: COLLEGE OF DUPAGE  
Jennifer Charles

  
Signature

For: VAXCEL INTERNATIONAL  
Kimberly Schrader

  
Signature

**Conference and Event Specialist**

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Title

*3/4/2020*

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Date

425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-3950 (Phone)  
630-942-3955 (Fax)  
FEIN# - 36-2594972

**Human Resources Manager**

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Title

*3/3/20*

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Date

121 East North Avenue  
Carol Stream, IL 60188  
630-682-8767 (Phone)  
(Fax)  
kschrader@vaxcel.com (E-Mail)

## Conference and Event Services

425 Fawell Blvd.  
Glen Ellyn, Illinois 60137-6599  
www.cod.edu

630 942-3950  
FAX 630 942-3955

COD CONFERENCE AND EVENTS  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137  
630-942-3950

COD CONFERENCE AND EVENTS

Date: 03/02/2020 04:40:23 PM

## CREDIT CARD SALE

VISA  
CARD NUMBER: \*\*\*\*\*7878 K  
TOTAL AMOUNT: \$134.50  
APPROVAL CD: 00707G  
RECORD #: 000  
CLERK ID: charlesj36

Thank you!

Customer Copy

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From: acctpay@cod.edu  
Sent: Thu Jul 09 12:30:30 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: refund request  
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**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Thursday, July 9, 2020 12:15 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Cc:** Schultz, Eric <schultze399@cod.edu>  
**Subject:** FW: refund request

Good afternoon,

The attached is ready for processing.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

**From:** Schultz, Eric <schultze399@cod.edu>  
**Sent:** Thursday, July 9, 2020 11:32 AM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** refund request

Ellen, good morning, can you please sign and move this refund request forward to AP. Thanks!!

*Eric Schultz*

Manager of Conference and Event Services

College of DuPage  
Conference and Event Services  
425 Fawell Boulevard | BIC 1409A  
Glen Ellyn, IL 60137

P: 630.942.3956  
F: 630.942.3955  
E: schultze399@cod.edu