

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1355560  
Vendor Name: Midwest Fun Factory, Inc.  
Invoice Number: 20211021 COD  
Invoice Date: 3/9/2022  
PO Number:  
Check Number: 0298191  
Check Amount: \$ 425.00  
Check Date: 04/12/2022  
Voucher Number: V0734731  
Document Type: AP Invoice

Document Below

## Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 3/9/22 Vendor ID: 1355560 Vendor Name: Midwest Fun Factory  
 Payee Address: 40W301 Fair Oaks Drive, St. Charles, IL 60175 Payment Due Date: 3/18/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
20211021 COD	05-60-12785-5309001	Contractual Services	425.00
Total			\$ 425.00

Check the appropriate box below:

- ☒ 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.

Description on Check:

Glitter Tattoos for AEP student event

Other Instructions:

### All requests will require the following approvals:

Requester: Shannon Hernandez Digitally signed by Shannon Hernandez  
Date: 2022.03.10 10:42:01 -06'00' Print Name: Shannon Hernandez  
 Budget Officer: Chuck Steele Digitally signed by Chuck Steele  
Date: 2022.03.10 10:49:29 -06'00' Print Name: Chuck Steele

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$5,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

**Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu)**

## **Check Request Form (cont.)**

### **Processing a Check Request:**

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



# Invoice

**Midwest Fun Factory, inc.**  
Mireille Gross-Page, Owner  
40W301 Fair Oaks Dr  
St. Charles, IL 60175  
630-443-6878  
www.TheClassyClown.com  
EIN 46-165 5612

**Contract Date:** 3/2/22  
**Invoice and Contract #:** 20211021 COD

## EVENT DATE & TIME

Wednesday, March 9, 2022  
10:00 AM - 01:00 PM CDT

## CONTRACTING PARTY

**College of DuPage**  
425 Fawell Blvd  
Glen Ellyn, IL 60137

Umme-Hani Carbide  
AEP.Umme-Hani@cod.edu  
608-201-9092 (cell) 630-942-2243 (office)

## PERFORMANCE SITE

SRC 1200

## PERFORMANCE DETAILS

Glitter Tattoos for 3 hours

**PRICE: \$425.00 all inclusive.**

Make check payable Midwest Fun Factory, Inc., Federal ID #46-1655612.



# Entertainment Contract

**Midwest Fun Factory, Inc.**  
Mireille Gross-Page, Owner  
40W301 Fair Oaks Dr  
St. Charles, IL 60175  
630-443-6878  
www.TheClassyClown.com  
EIN 46-165 5612

Contract Date: 3/2/22  
Contract #: 20211021 COD

Please fill in the information below, sign, and return one copy to Midwest Fun Factory, Inc. within 20 days of the contract date above.

The undersigned contracts *Midwest Fun Factory, Inc.* to have their artist(s) perform for the event described below, and the artist(s) agree(s) to so perform.

## EVENT DATE & TIME

Wednesday, March 9, 2022  
10:00 AM - 01:00 PM CDT

## CONTRACTING PARTY

**College of DuPage**  
425 Fawell Blvd  
Glen Ellyn, IL 60137

Umme-Hani Carbide  
AEP.Umme-Hani@cod.edu  
608-201-9092 (cell) 630-942-2243 (office)

## PERFORMANCE SITE

SRC 1200

## RAIN LOCATION

## PERFORMANCE DETAILS

Glitter Tattoos for 3 hours

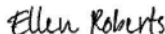
PRICE: **\$425.00 all inclusive.**

Payment to be made within 60 days unless otherwise designated. Make check payable Midwest Fun Factory, Inc., Federal ID #46-1655612.

This contract is non-cancelable unless agreed upon by both parties. If artist fails to comply with the terms of this contract due to any event or act outside of their control, the liability is limited to the return of all refundable monies paid.

  
\_\_\_\_\_  
Mireille Gross-Page  
Owner  
Midwest Fun Factory, Inc

DocuSigned by:



49066CF0BC3F425...

\_\_\_\_\_  
**Authorized Signature**

College of DuPage  
Ellen Roberts

\_\_\_\_\_  
**Print Name**

"Hernandez, Shannon" <hernan@cod.edu>

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**Check Request - Midwest Fun Factory**

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"Hernandez, Shannon" <hernan@cod.edu>

Thu, Mar 10, 2022 at 04:53 PM GMT

CC:

BCC:

Thank you!

Shannon

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**1 attachment**

Check Request MFF 3.9.22 SH CS.pdf