

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1577665
Vendor Name: Bass/Schuler Entertainment
Invoice Number: BSE-77809
Invoice Date: 4/5/2023
PO Number:
Check Number: 0311717
Check Amount: \$ 4,200.00
Check Date: 05/09/2023
Voucher Number: V0782199
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: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

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

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.

Contract Rider for Christopher Carter's Campus ESP Show

This Rider is attached to and made part of contract #__BSE-77809__, dated __April 5, 2023__,
(performance date) between Christopher Carter (hereafter referred to as ARTIST) and __College of
DuPage__(hereafter referred to as PURCHASER).

All terms and provisions hereinafter and herein before set forth part of one and the same contract. Please
initial in spaces provided at left to signify agreement.

Purchaser agrees to provide the following at sole cost:

1. Sound, Lighting and Staging Requirements.

__JR__A) An auditorium stage or stable riser.

__JR__B) A quality sound system that provides sound for the stage area and well lighted
performance area.

__JR__C) Microphone should be a hand-held microphone with a stand. A Wireless
microphone is preferable. If the audience size is expected to exceed 300, a second hand-held mic
is desirable to amplify members of the audience for the audience participation portion of the show.

__JR__D) Small table on stage for miscellaneous props.

2) Performance Night:

__JR__A) Artist will arrive at performance site approximately one hour before the show.

Please have a contact and sound technician prepared to greet artist and assist with sound, lighting,
and staging requirements.

Name of contact evening of performance

__JR__A) Jacqueline Rangel Phone: __630-942-3733__

__JR__B) A bottle of water would be appreciated.

3) Miscellaneous

__JR__A) Please forward any reviews, articles or press related material to the agent
concerning the artist's performance.

__JR__B) Please encourage your committee members to visit my Facebook fan page and
"like" it. I'll be posting photos and commentary about my time on the road, and it's a great way to
follow the developments of my show.

__JR__C) If contact information changes between the date of this contract and the
performance, please update this information with Chris at chris@mindcramp.com or 847-783-5191.
Christopher can be reached at: Office: 847-783-5191 Cell: 847-274-6822 e-mail
chris@christophercarter.com (This is not booking agency contact)

Agreed to by:

DocuSigned by:

Ellen Roberts

49066CE0BC3E425

Purchaser and date 3/29/2023

Artist and date

BASS/SCHULER ENTERTAINMENT

4055 W. PETERSON AVE., STE. 206 - CHICAGO, IL 60646 * (773) 481-2600

FAX (773) 481-2601 * EMAIL contracts@bass-schuler.com**PERFORMANCE AGREEMENT**Contract No.: **BSE-77809 (REVISED)**

03-09-23 RBW

This agreement for the personal services of performers on the engagement described below, is made on **FEBRUARY 17, 2023**, between **COLLEGE OF DUPAGE** (hereinafter referred to as "Purchaser") and **CHRISTOPHER CARTER** (hereinafter referred to individually and collectively as "Artist"). **BASS / SCHULER ENTERTAINMENT** (hereinafter referred to as "Agent") represents that it is the Agent of Artist.

1. Name and address of place of performance: **COLLEGE OF DUPAGE, 425 FAWELL BLVD, GLEN ELLYN, ILLINOIS**2. Date(s) of performance: **April 5, 2023 - (WEDNESDAY)**3. Performance time(s): **APPRX. STARTING TIME 11:30 AM CST**4. Contact(s): **JACQUELINE RANGEL - RANGELJ7781@COD.EDU - (779) 902-3473 CELL (630) 942-3690 OFC HALLIE SANTIAGO - AEP.HALLIE@COD.EDU**5. Type/Name of Event: **COLLEGE ONE (1) MENTALIST SHOW WITH CHRISTOPHER CARTER**6. A) Sound system with qualified operator to be supplied by: **PURCHASER** B) Light system with qualified operator to be supplied by: **PURCHASER**7. Special provisions: **SEE ATTACHED RIDER**

8. Contract price: **\$ 1200.00 FLAT GUARANTEE. PLEASE MAKE CHECK PAYABLE TO: BASS/SCHULER ENTERTAINMENT, INC. TAX ID # 36-4305538. IF PURCHASER IS REQUIRED TO WITHHOLD STATE INCOME TAX ON BEHALF OF ARTIST, THE TOTAL TAX AMOUNT SHALL BE ADDED BY PURCHASER TO THE AGREEMENT PRICE, RESULTING IN THE TOTAL AGREEMENT PRICE PAID TO AGENT EQUALING THE SAME AMOUNT AS AGREED TO ON THIS CONTRACT.**

IN THE EVENT A DEPOSIT IS REQUIRED, PLEASE FOLLOW INSTRUCTIONS BELOW:

(A) **\$ 0.00** shall be paid by Purchaser to and in the name of **BASS / SCHULER ENTERTAINMENT**, payable by check(s) or electronic payment only, as security deposit, due no later than .

(B) Balance of **\$ 1200.00** shall be paid by Purchaser to Bass/Schuler Entertainment, Inc., payable only by EFT or check(s) mailed to Bass/Schuler Entertainment, P.O. Box 2309, Glenview IL 60025-2309 or by electronic payment (NET 60).

FOR OFFICE USE ONLY

Deposit Rec'd: _____ Amount Rec'd: _____ Rec'd By: _____

RETURN CONTRACT TO
BASS/SCHULER BY
March 14, 2023

9. It is understood that this agreement is binding on both Purchaser and Artist. If the engagement is canceled by Purchaser for any reason other than an Act of God (not to include rain), Purchaser's deposit, if any, shall be forfeited, such forfeiture being in addition to Artist's other remedies at law. In the event of rain, Purchaser must provide alternate performance site or pay Artist in full. If the engagement is canceled by Artist for any reason other than an Act of God, Agent will replace Artist with a comparable Artist by mutual consent of Purchaser and Agent, or will refund Purchaser's deposit, if any; provided, however, that Agent, at its option, will be entitled to the full commission from Artist. Agent has negotiated this agreement between Purchaser and Artist, and acts solely as Agent for Artist, and is not responsible or liable for any act of commission, omission or nonperformance on the part of either Purchaser or Artist. Agent is not responsible or liable for any personal injury that may occur in association with performance(s).

Purchaser: **COLLEGE OF DUPAGE** Ellen RobertsBy: Ellen Roberts
Signature of PurchaserDate: **3/29/2023****College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137**
Address, City, State and ZipArtist: **CHRISTOPHER CARTER / CHRISTOPHER CARTER**By: Christopher Carter
Signature of ArtistDate: **March 9, 2023****C/O Bass / Schuler Entertainment, Attn: , 4055 W. Peterson Ave., Ste. 206, Chicago, IL 60646 Fax: 773-481-2601**
Address, City, State and Zip**ANY ATTACHMENTS, RIDERS OR ADDENDA ARE BINDING PARTS OF THIS CONTRACT.**

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Check Request

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Mon, Apr 10, 2023 at 08:33 PM UTC

CC:

BCC:

Thank you,

Jacqueline Rangel

Office of Student Life

Front Desk Specialist

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137

630.942.3733 | SSC 1217 | rangelj7781@cod.edu

1 attachment

Check Request Chris Carter 4.5.2023 CS.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1577665
Vendor Name: Bass/Schuler Entertainment
Invoice Number: 78261
Invoice Date: 3/22/2023
PO Number: P0006618
Check Number: 0311717
Check Amount: \$ 4,200.00
Check Date: 05/09/2023
Voucher Number: V0783784
Document Type: AP Invoice

Document Below



Accounting Department
P.O. Box 2309
Glenview, IL 60025
773.481.2600
accounting@bass-schuler.com

INVOICE

78261

Date: March 22,

2023

PO Number: 0006618

Purchaser: **COLLEGE OF DUPAGE**
Attn: Assia Baker & Addie Cooke
425 Fawell Blvd.
Glen Ellyn, IL 60137

Re: One (1) in-person performance by **C.L. LINDSAY –**
SEX & THE LAW for College of DuPage on
APRIL 13, 2023, for \$3,000.00 flat guarantee.

Total Amount Due: \$3,000.00

****Payment Due immediately following the conclusion of performance***

Please remit to:

Bass/Schuler Entertainment, Inc.
P.O. Box 2309
Glenview, IL 60025-2309

F.E.I.N. 36-4305538

"Cooke, Addie" <cookea19@cod.edu>

Invoice for processing

"Cooke, Addie" <cookea19@cod.edu>

Fri, Apr 14, 2023 at 02:17 PM UTC

CC: Baker, Assia <bakera478@cod.edu>

BCC:

Hello,

Please process the attached invoice.

Thank you,

Addie Cooke

Coordinator

Office of the Dean of Student Affairs

College of DuPage

Phone: 630-942-2485

1 attachment

04-13-23 _ CL Lindsay - College of DuPage 78261 INVOICE.pdf