

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088827
Vendor Name: Record-A-Hit, Inc.
Invoice Number: 231310
Invoice Date: 4/4/2023
PO Number:
Check Number: E0094998
Check Amount: \$ 995.00
Check Date: 05/03/2023
Voucher Number: V0784173
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.



Record-A-Hit Entertainment

1380 Brummel Ave., Elk Grove Village, IL 60007
 Phone: 847.690.1100 | Fax: 847.258.5034
www.recordahit.com | rbroms@recordahit.com

RENTAL CONTRACT

Bill To

College of DuPage

425 Fawell Blvd.
 Glen Ellyn, IL 60137-
Phone: () -
Fax: () -

Deliver To

425 Fawell Blvd.
 Glen Ellyn, IL 60137-

Contact Person

Jacqueline Rangel
Phone: (630)942-3733
Cell Phone: (779)902-3473
Email: rangelj7781@cod.edu

Order No: 231310

PO No: Bass/Schuler

Contract Date: Mar 08, 2023


Written By: Dipesh Kadakia

Event Starts: Tue, Apr 04, 2023 11:00 am

Event Ends: Tue, Apr 04, 2023 01:00 pm

Delivery Method: Setup & Supervise

Occasion: College

Description	Size	Qty	Unit Price	Total
Interactive Inflatables				
 Hippo Bungee Grab <i>Attended. Requires one 20 amp circuits and a level surface.</i> PARTICIPANT MUST SIGN A LIABILITY WAIVER. http://www.recordahit.com/product/hippo-bungee-grab-sports/	30' L x 30' W x 6' H	1	\$995.00	\$995.00

Order Subtotal: \$995.00

TOTAL: \$995.00

Amount Paid: \$0.00

Balance Due: \$995.00

SIGNED CONTRACT DUE WITHIN 7 DAYS OF CONTRACT DATE. 100% PAYMENT DUE WITHIN 60 DAYS AFTER EVENT DATE.

A LATE FEE OF 5% OR A \$100 MINIMUM WILL BE ADDED TO PAYMENTS NOT RECEIVED WITHIN 7 DAYS AFTER EVENT DATE. CREDIT CARDS ACCEPTED. DEPOSITS PAID WITH A CREDIT CARD WILL HAVE FINAL BALANCE CHARGED TO SAME CREDIT CARD ON THE DAY OF THE EVENT. THERE IS A 3.5% CREDIT CARD PROCESSING FEE.

CONTRACT TERMS & CONDITIONS:

1. EVENT MAY BE CANCELLED WITH TWO (2) WEEKS NOTICE. IF CANCELLED WITHIN TWO (2) WEEKS OF EVENT, REMAINING BALANCE IS DUE. ANY REVISIONS OR CANCELLATIONS MUST BE DONE IN WRITING. IF RECORD-A-HIT IS READY TO BEGIN ON TIME BUT IS PREVENTED FROM DOING SO BECAUSE CONDITIONS OF THE CONTRACT HAVE NOT BEEN MET (I.E. ELECTRICITY), CUSTOMER IS RESPONSIBLE FOR THAT LOST TIME. RECORD-A-HIT MAY, AT THE DISCRETION OF THE SHOW STAFF, STAY LONGER THAN SCHEDULED TO ACCOMMODATE FOR DELAY. OVERTIME CHARGES MAY APPLY. ALL UNION AND/OR ELECTRICAL FEES ARE THE RESPONSIBILITY OF THE CUSTOMER.
2. DEPOSIT IS NON-REFUNDABLE.
3. THE FOLLOWING ATTRACTIONS REQUIRE THAT THE PARTICIPANT AND A WITNESS SIGN A LIABILITY WAIVER: ADRENALINE RUSH & EXTREME, ARCHERY TAG, BUBBLE SOCCER, BOUNCY BOXING, BUMPER CARS, BUNGEE BULL, BUNGEE RUN, BUNGEE SPORTS CHALLENGE, CLIMBING WALLS, EUROBUNGY, GLADIATOR JOUSTS, HUMAN BOWLING, HUMAN SPHERES, ICELESS SKATING RINK, JACOB'S LADDER, KAPOW, MELTDOWN, OBSTACLE COURSES, ROLLER SKATING RINK.
4. WE RECOMMEND HAVING AN INDOOR LOCATION IN CASE OF INCLEMENT WEATHER. UNDER NO CIRCUMSTANCES WILL ANY INFLATABLE AND/OR ELECTRICAL ATTRACTION BE OPERATED IN UNSAFE CONDITIONS WHICH INCLUDE HIGH WINDS, RAIN, HAIL & SNOW. ELECTRICITY AND RAIN IN ANY DEGREE CAN BE DANGEROUS, AND WET ATTRACTIONS CAN BE SLIPPERY AND UNSAFE. EQUIPMENT MAY BE LEFT RUNNING OR INFLATED, BUT PARTICIPANTS WILL NOT BE ALLOWED ON ATTRACTIONS IF UNSAFE CONDITIONS EXIST. SAFETY CONDITIONS WILL BE DETERMINED BY OUR CREW CHIEF ON SITE. RECORD-A-HIT RESERVES THE RIGHT TO PROHIBIT PARTICIPATION BY INTOXICATED OR UNRULY PERSONS. GAME ATTENDANTS MUST BE ABLE TO GIVE AUDIBLE INSTRUCTIONS TO PARTICIPANTS, NOISE LEVELS MUST BE ADJUSTED. NECESSARY FOR SAFETY.
5. EQUIPMENT CANNOT BE CARRIED UP OR DOWN STAIRS. ELEVATORS OR SERVICE ELEVATORS ARE REQUIRED FOR UPPER FLOORS.
6. CLIENT AGREES TO PROVIDE PARKING FOR ONE FIFTEEN (15) FOOT VEHICLE. CLIENT AGREES TO PROVIDE A MAP OR WRITTEN DIRECTIONS TO LOCATION. ACCOMMODATIONS, IF REQUIRED, WILL BE SPECIFIED IN NOTES ON CONTRACT.

DocuSigned by:

Client Signature

Ellen Roberts

49066CF0BC3F425...

Client Printed

3/13/2023

Robert S. Broms, President rbroms@recordahit.com

Record-A-Hit Entertainment

847-690-1100



Record-A-Hit Entertainment

1380 Brummel Ave., Elk Grove Village, IL 60007

Phone: 847.690.1100 | Fax: 847.258.5034

Website: www.recordahit.com | Email: rbroms@recordahit.com

INVOICE

Bill To:

COLLEGE OF DUPAGE
425 Fawell Blvd.
Glen Ellyn, IL 60137-

Invoice/Contract No: 231310

PO No: Bass/Schuler

Contract Date: Mar 08, 2023

Event Starts: Tue, Apr 04, 2023

Contact Person

Jacqueline Rangel

Phone: (630)942-3733

Cell Phone: (779)902-3473

QUANTITY	ATTRACTIONS	TOTAL PRICE
Interactive Inflatables		
1	Hippo Bungee Grab	\$995.00

Order Subtotal: \$995.00

TOTAL: \$995.00

Amount Paid: \$0.00

Balance Due: \$995.00

PAYMENT TERMS: Specific Terms on the related contract. Unless otherwise noted, signed contract due within 15 days of contract date.
A LATE FEE OF 5% OR A \$100 MINIMUM WILL BE ADDED TO PAYMENTS NOT RECEIVED WITHIN 1 WEEK AFTER EVENT DATE.
CREDIT CARDS ARE ACCEPTED. THERE IS A 3.5% CREDIT CARD PROCESSING FEE.

"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:

Thanks,

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 RAH 4.4.2023 CS.pdf