

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1537007

Vendor Name: Minnesota State Colleges a

Invoice Number: B0361495

Invoice Date:

PO Number: B0361495

Check Number: 0244944

Check Amount: \$ 3,000.00

Check Date: 11/28/2018

Department ID: 12001

Reviewer Name:

Voucher Number: V0543620

Redaction Type: Other

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

1537007

11/28/2018

0244944

B0361495

V0543620

Bowl Game Guaranteed

0130120015509001

3,000.00



3,000.00

0244944

PAY ONLY THREE THOUSAND AND 00/100 DOLLARS

11/28/2018

\$*****3,000.00

Minnesota State Colleges and U
1001 Chestnut St
Virginia MN 55792



Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1537007
Minnesota State Colleges and Universities
1001 Chestnut St
Virginia, MN 55792

Attn: JoJo Scott

Phone: 218-749-0325

Fax:

Manual Check Request

**Check
Enclosed**

PURCHASE ORDER

361495

Page: 1

Release Method: Hard Copy

Release Date: 11/28/2018

Created Date: 11/28/2018

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: Smith, Beverly

PO Created By: [Signature]

Purchase Order Comments:

AP VERIFIED

11/28/18 - MARIA ZERRUDO

Requisition Number(s): 670532

Requisitioner Name(s): Beverly Smith

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Bowl Game Guaranteed check Northland Community College	\$3,000.00	\$3,000.00

Deliver To: Smith, Beverly

Sub Total: \$ 3,000.00

Total: \$ 3,000.00

Account Code Summary

Account Code	Account Description	Amount
01-30-12001-5509001		\$3,000.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

Bill To:

College of DuPage

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

361495

Page: 2

Release Method: Hard Copy

Release Date: 11/28/2018

Created Date: 11/28/2018

Humphrey, Vera

From: McVey, Gregory
Sent: Tuesday, November 27, 2018 11:56 AM
To: Caputo, Brian; Dowling, Earl
Cc: Smith, Beverly; Cline, Danielle; Humphrey, Vera; Wolfe, Julie
Subject: Guarantee Checks (Red Grange Bowl)

Brian and Earl,

Can you please send email approval to authorize the guarantee checks for the Red Grange Bowl participants? We will attach your written approval with the POs that we are sending through the system.

Per the contract each participating institution is receiving a \$3,000 guarantee check to help offset their travel expenses to play in the game.

In the past, the Director of Athletics has handed the other institution's AD the check upon arrival at the hotel on the Thursday before the banquet. My guess is that you will need to fast track the production of this check to ensure we can make that Thursday deadline.

Please let me know if you have any questions.

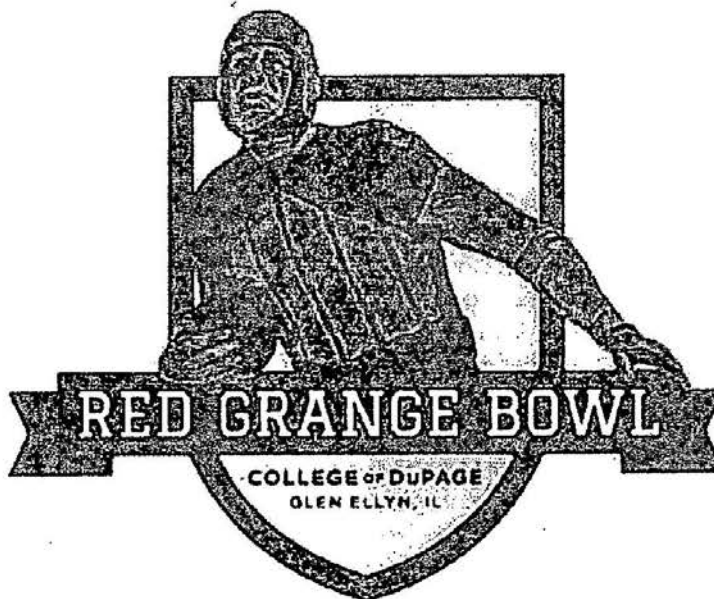
Thanks,

Greg McVey
Director of Athletics and Recreational Programs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-2895 (Office)

Manual Check
X Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

COLLEGE OF DUPAGE



Presented by;

**College of DuPage
2018 Red Grange Bowl
Host Participation Agreement**

This agreement made and executed this 14th day of November, by and between the College of DuPage and Northland Community and Technical College.

Whereas, the 2018 Red Grange Bowl (the "Bowl Game") will be played at 1:00 p.m. (CST) on Saturday, December 1, 2018 at McDougall Field/Bjarne Ulsivik Stadium on the campus of College of DuPage Glen Ellyn, IL 60137

Whereas, the Bowl Game has been sanctioned by the National Junior College Athletic Association (NJCAA);

Whereas, the Party's desire to execute this Participation Agreement for Purposes of defining their respective Obligations and responsibilities for the successful promotion and operation of the Bowl Game.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

College of DuPage shall:

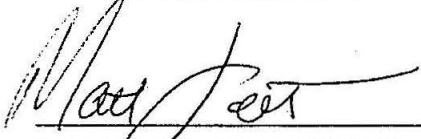
- a. Provide **Northland** students, alumni, fans, family members of players, etc., with the opportunity to purchase advanced tickets via email at;
<http://www.cod.edu/redgrangebowl>
- b. The Bowl Game ticket price structure shall be as follows: General Admission seating: \$10.00 (all proceeds donated to Ronald McDonald House)
- c. Provide hotel accommodation for **Northland** as described: Reserve and pay for 30 hotel rooms for two nights for the players and coaches. Payment will include basic room rate and applicable taxes for two nights, November 29th and November 30, 2018. Host hotel is Hilton Hotel & Resorts, 3003 Corporate West Drive, Lisle, IL 60532-3603, (630)-505-0900. 20 additional rooms @ Hilton Hotel Express have been set aside for Bowl guests. \$79 + tax a night. The Committee strongly encourages visiting fans to utilize our host hotels Hilton Hotel & Resorts, 3003 Corporate West Drive, Lisle, IL 60532-3603, (630)-245-7628. Email: karen.berryman@hilton.com or Emily.Molidor@Hilton.com
- d. Provide 2 courtesy vehicles for the President & Athletic Director. Must provide \$1,000,000 auto liability for the hired and non-hired autos, naming the participant, the Red Grange Bowl Committee, College of DuPage. Assign a staff member to assist **Northland** during their stay in the Glen Ellyn area for the bowl Game Activities.
- e. Host a Bowl Banquet on Thursday, November 29th, 2018 at the Hilton Hotel located in Lisle, Illinois. The dinner will begin at 6:30 p.m. (doors open at 6:00 p.m.) **Northland** will receive complimentary tickets to the banquet. (Maximum of 80)
- f. Provide **Northland** travel party a commemorative gift package. (Bowl hoodie, t-shirt, and commemorative mini-helmet)
- g. Present a check in the sum of \$3,000 made payable to **Northland** to a designated college official on Friday, December 1st, 2018, at the Red Grange Bowl Banquet.
- h. Provide **Northland** a maximum of 80 complimentary Bowl game tickets.
- i. Provide **Northland** with a maximum of 80 complimentary game programs.
- j. Admit members of **Northland** band to the Bowl Game without charge as long as they are in uniform and the band performs in the stadium. Band members will not receive game tickets or passes; rather, the participant will submit a list of band members for check-off to gain entry to Ulsivik Stadium.
- k. Admit **Northland** uniformed cheerleading squad, along with the sponsors/ supervisor, to the Bowl Game without charge using the same procedure as outlined above for the band.
- l. Award a team trophy **Northland** following the Bowl Game.
- m. Provide pizza for the travel squad after the game.

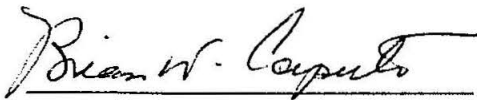
2. Northland Community and Technical College shall:

- a. Require all of its players and coaching staff to attend the bowl banquet on Thursday, November 29th, 2018.
- b. Require all of its players and coaching staff to participate in a community service activity arranged by the committee on Friday, November 30th, 2018. The visiting team will participate in 2 hours of community service working with Feed My Starving Children in Aurora Illinois.
- c. Be responsible for all telephone, room service, and miscellaneous charges not included in the base hotel room rate.
- d. Will participate in a walk-through with hotel administration upon checkout of the team hotel, and be responsible for any room damage claims from the hotel and damages to the assigned dressing room or other facilities at Ullsvik Stadium if any should occur.
- e. Provide the committee chairperson all the information requested for promotional activities and bowl game programs on or before noon on November 15, 2018.
- f. Promote the Bowl game and related activities in its community and with its alumni through appropriate means.
- g. House the team at the hotel designated by the committee.
- h. Bring, if possible, its band and cheerleaders for participation in the Bowl Game and encourage their lodging and dining in establishments located in Glen Ellyn area.
- i. Provide prior to noon on November 19, 2018, proof of general liability insurance of \$1,000,000 combined single limit per occurrence along with \$1,000,000 auto liability for hired and non-hired autos, naming the participant, College of DuPage 425 Fawell Blvd. Glen Ellyn, Illinois 60137
- j. Will not use the Red Grange Bowl Game logo or any likeness thereof on any merchandise or marketing material without the express, written approval of the committee. Agrees also to only use the logo in its complete, unaltered form with sponsor's logos intact.
- k. Will wear Dark game jerseys for the Bowl Game and submit game statistics to NJCAA Presto Stats by set deadline established by NJCAA Governing Body.
- l. Each party will be responsible for their own acts and behavior and the results thereof; provided, however, the participant hereby releases and agrees to indemnify and hold harmless the College of DuPage, the Red Grange Bowl Committee, and the NJCAA.

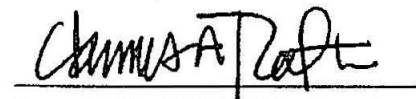
In Witness, Whereof, the parties have caused this agreement to be executed by their authorized representatives as indicated by the signatures below.

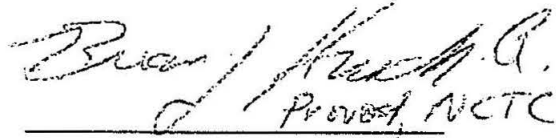
THE RED BOWL COMMITTEE:


Matt Foster, Assistant Athletic Director
College of DuPage


Brian Caputo Vice President/CFO
College of DuPage

Northland Community and Technical College


James Retka Athletic Director
Northland Community and Technical College


Dr. Dennis Bona, President
Northland Community and Technical College

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