

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087624
Vendor Name: Marquee Event Group, Inc.
Invoice Number: 150804-2
Invoice Date: 10/25/18
PO Number: P0361369
Check Number: E0070544
Check Amount: \$ 7,110.50
Check Date: 11/21/2018
Department ID: 00789
Reviewer Name: David Kramer
Voucher Number: V0540832
Redaction Type: None
Document Type: AP Invoice

Document Below

From: mmelero@marqueerents.com
Sent: Mon Oct 29 08:20:09 CDT 2018
To: invoicing@cod.edu

CC:

Subject: Document(s) for COLLEGE OF DUPAGE/ART CENTER from MARQUEE - CHICAGO

To:

Ap
COLLEGE OF DUPAGE/ART CENTER
invoicing@cod.edu

Thank you,
Maria Melero

Marquee Event Rentals
9480 W. 55TH Street
McCook, IL 60525

Phone: (708) 485-8010



Marquee - Chicago
 9480 W. 55TH Street
 McCook, IL 60525
 (708)485-8010 Fax(708)352-0909

Rented To:	Delivery Location:	Loc 200	Ticket#
COLLEGE OF DUPAGE/ART CENTER[AR-80707] 425 FAWELL BLVD GLEN ELLYN IL 60137	COLLEGE OF DUPAGE 425 FAWELL BLVD SRC BUILDING GLEN ELLYN IL 60137		Res # 145438-2 Inv# 150804-2 Marquee SLSP: DAVID 
PO/Job # LABOR-MAN ON DUTY	DAVID KRAMER/(708) 254-8836		
Ordered by: DAVID KRAMER	Delivery/Out: 10/25/18 Thu 5:30PM - 8:30PM		JR2
Phone: W (630) 942-2913	Event: 10/25/18 Thu 5:30PM - 8:30PM		
	Pick-up/In: 10/26/18 Fri 5:30PM - 8:30PM		JRB

FINAL INVOICE

Qty	Item	Description	Day Rate	Total
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THE MARQUEE TEAM MEMBERS READY TO HELP YOU ARE:
 DAVID YARGUS 708-243-1068
 JEANNETTE ROBERTS 708-485-8581
 AFTER HOURS 708-570-1701

APPROVED
11/06/18 - CHARLES BOONE

** LABOR - MAN ON DUTY **

6	MAN ON DUTY	IL LBR, MAN ON DUTY TECH (HR)	75.00	450.00
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****Cancellation Policy****

- * A 50% nonrefundable deposit is due to reserve equipment
- * The balance is due 1 week prior to delivery
- * All orders canceled less than 1 week prior to delivery will be charged 100%

----- Payments -----

Rentals	0.00
Sales	450.00
Delivery/Other	0.00
Damage Protection	0.00
Env. Charges	0.00
Sales Tax	0.00
Total	450.00

Customer Signature: _____

10/29/18 08:20:01 Page 1

Amount Due 450.00

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087624
Vendor Name: Marquee Event Group, Inc.
Invoice Number: 148966
Invoice Date: 10/16/18
PO Number: P0360280
Check Number: E0070544
Check Amount: \$ 7,110.50
Check Date: 11/21/2018
Department ID: 00445
Reviewer Name: Lynda Nagle
Voucher Number: V0542447
Redaction Type: None
Document Type: AP Invoice

Document Below

From: naglel@cod.edu
Sent: Mon Nov 12 11:03:12 CST 2018
To: invoicing@cod.edu
CC: cruseb199@cod.edu
Subject: Marquee events - College Fair invoice for tables/chairs

Good Monday morning.

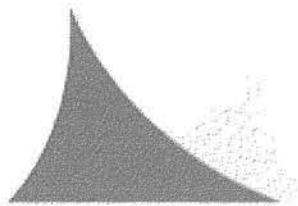
The above invoice has been sent to the invoicing email inbox for processing.

Please let me know if there are any questions.

Thank you.

Lynda Nagle
Administrative Assistant
Office of Admissions and Outreach
College of DuPage
425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599
Phone: 630.942.2441 | Fax: 630.790.2686 | naglel@cod.edu





EVENT RENTALS

ACCT# 115015

Marquee Event Rentals
9480 W. 55th St.
McCook, IL. 60525
(708) 485-8010
Fax: (708) 352-0909

Rented To: College of Dupage-Bonny 425 Farewell Glen Ellyn, IL 60137	Deliver Location PE Arena 425 Fawell Glen Ellyn, IL 60137 Bonny Balfanz 630-606-8862	Ticket# Res# 136017 Invoice# 148966 SLSP: DAVID
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Ordered By: Bonny Balfanz	Ship to Contact Info Delivery/Out: 10/15/2018 Event: 10/16/2018 Pick-up/In: 11/14/2018
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APPROVED
11/14/18 - TAMARA MCCLAIN

PO# 360280

FINAL INVOICE - 148966

Qty	Item Description	Day Rate	Total
250	TABLE 6'X30" BANQUET	\$ 8.81	\$ 2,202.50
500	CHAIR FOLDING SAMSONITE BLACK	\$ 2.00	\$ 1,000.00
268	IL LBR, TABLE SET UP/DOWN	\$ 2.50	\$ 670.00
564	IL LBR, CHAIR SET UP/DOWN	\$ 1.00	\$ 564.00
1	ZONE 1 CHICAGO DEL/PU	\$ 99.00	\$ 99.00
1	DEL M-SA 30M-HR IL-DELIVERY	\$ 400.00	\$ 400.00
1	IL-PICK UP 5-9PM MON-SAT	\$ 300.00	\$ 300.00
1	IL LBR, GENERAL	\$ 1,685.00	\$ 1,685.00

Rentals	\$ 3,202.50
Delivery	\$ 99.00
Sales	\$ 3,619.00
TOTAL	\$ 6,920.50
CREDIT	\$ (260.00)
AMT DUE	\$ 6,660.50

INVOICE REVIEWED
OKAY TO PAY

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

PURCHASE ORDER

360280

Page: 1

Release Method: Hard Copy

Release Date: 09/17/2018

Created Date: 09/17/2018

*** Confirming Purchase Order *****Vendor:**

1087624
Marquee Event Group, Inc.
493 Mission St.
Carol Stream, IL 60188

Attn: Maria Melero

Phone: 630-859-4461
Fax: 630-871-8035

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238
Fax: 630-942-2417

Deliver To: Lynda Nagle**PO Created By:** Castellanos, Susan**Purchase Order Comments:****Requisition Number(s):** 669172**Requisitioner Name(s):** Lynda Nagle

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Rental, set up and dismantle tables/chairs for College Fair 2018	\$6,660.50	\$6,660.50
Deliver To: Lynda Nagle						
Sub Total: \$						6,660.50
Total: \$						6,660.50

Account Code Summary

Account Code	Account Description	Amount
01 30 00445 5501001		\$6,660.50

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

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

PURCHASE ORDER

360280

Page: 2**Release Method:** Hard Copy**Release Date:** 09/17/2018**Created Date:** 09/17/2018*** Confirming Purchase Order ***

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