

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1010281

Vendor Name: Community High School District

Invoice Number: PE-2020-WEST CHICA

Invoice Date: 04/24/20

PO Number:

Check Number: E0079966

Check Amount: \$ 10,000.00

Check Date: 04/29/2020

Department ID: 13290

Reviewer Name:

Voucher Number: V0621013

Redaction Type: None

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

Document Below

-----  
From: acctpay@cod.edu  
Sent: Fri Apr 24 12:18:30 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Please Process Request for Refund for West Chicago High School  
-----

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Friday, April 24, 2020 12:16 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Cc:** Schultz, Eric <schantze399@cod.edu>  
**Subject:** FW: Please Process Request for Refund for West Chicago High School

Good afternoon,

The attached is ready to process.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

**From:** Schultz, Eric <schantze399@cod.edu>  
**Sent:** Friday, April 24, 2020 12:10 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** FW: Please Process Request for Refund for West Chicago High School

Ellen, can you please sign and move this check request to AP.  
Thank you!!

**From:** Balfanz, Bonny <balfanz@cod.edu>  
**Sent:** Friday, April 24, 2020 12:02 PM  
**To:** Schultz, Eric <schantze399@cod.edu>  
**Subject:** Please Process Request for Refund for West Chicago High School

Eric,  
Please process this check request for refund of \$10,000 deposit for 5/20/2020 cancellation due to Covid-19 for West Chicago High School.  
Thank you.  
Bonny

College of DuPage - Accounts Payable  
Check Request Form  
revised 11/20/19

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 Vendor Payment - Non-Purchase Order Procedure No. 10-65

Date: 4/24/2020  
Vendor ID: VN 1010281

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
PE-2020 - West Chicago HS Graduation	01	90	13290	4600002	Room Rental - Arena	\$ 2,450.00
PE-2020 - West Chicago HS Graduation	01	90	13290	4600012	Rental - Non COD Equipment	\$ 7,550.00

Grand Total \$ 10,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

- ☐ 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 received in a satisfactory condition/manner.

AP VERIFIED

04/27/20 - MARIA ZERRUDO

Payee Name: Community High School District 94  
Other Instructions: Refund for Cancellation of West Chicago High School Graduation Ceremony at COD for May 20, 2020 due to Covid-19.

Payee Address: 326 Joliet Road, West Chicago, IL 60185

Description on Check:

Cancellation of West Chicago High School Graduation at College of DuPage due to Covid-19.

Approvals:

Prepared By: Bonny Balfanz

Approved By:

APPROVED

By Eric Schultz at 12:08 pm, Apr 24, 2020

Signature:

Signature:

Payment Due:

May 7, 2020

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

APPROVED

By Ellen M. Roberts at 12:14 pm, Apr 24, 2020

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

College of DuPage  
P. E. Conference & Event Services  
425 Fawell Boulevard Attn: Bonny Balfanz PE121  
Glen Ellyn, Illinois 60137-6599  
(630) 942-3319  
FEIN # - 36-2594972

INVOICE: PE 2020 Graduation

West Chicago Community High School District #94  
Attn: Mr. Pete Martino, Assistant Principal  
326 Joliet Street  
West Chicago, IL 60185

Invoice Date: April 23, 2020

DUE DATE: Refund Due Amount Due: \$0.00

Detach and mail with your payment.

VENDOR NAME: West Chicago Community High School District #94 INVOICE: PE 2020 Graduation

	DESCRIPTION		TOTAL COST
	<b>RENTAL Space for West Chicago Community High School District #94 Graduation on May 20, 2020</b>		
	P. E. Arena & Surrounding Areas		\$2,450.00
	<b>TECHNICAL SERVICES</b>		\$0.00
	<b>OTHER - Services</b>		
	Custodial		\$0.00
	Supervision		\$0.00
	Campus Police		\$0.00
	Misc Items: Signs, code orange, etc.		\$0.00
	Rental Equipment		\$7,550.00
		Deposit	<b>\$10,000.00</b>
2020	Deposit Received Ck# 1633245 - 2/25/2020	PAID	<b>(\$10,000.00)</b>
4/23/2020	Client Cancelled Event Due to Covid-19	Refund Due Client	<b>\$10,000.00</b>

Thank you for choosing  
College of DuPage