

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1605558  
Vendor Name: Dupage Rivers Fly Tyers  
Invoice Number: CES20180924-00001  
Invoice Date: 04/24/20  
PO Number:  
Check Number: 0267833  
Check Amount: \$ 651.00  
Check Date: 05/12/2020  
Department ID: 13290  
Reviewer Name:  
Voucher Number: V0621027  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage - Accounts Payable  
Check Request Form  
revised 4/14/2020

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: 1605558

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CES20180924-00001	01	90	13290	4600001	Facilities Rental	\$406.00
CES20180924-00001	01	90	13290	4509006	Campus Services	\$245.00

Grand Total \$ 651.00

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 delivered in a satisfactory condition/manner.

**AP VERIFIED**  
**04/27/20 - MARIA ZERRUDO**

Payee Name: DuPage Rivers Fly Tyers (DRIFT)  
Payee Address: P.O. Box 5021 Wheaton, IL 60189

Other Instructions:

Description on Check:

Refund for canceled dates due to COVID 19 Closure: March 17-May 5, 2020

Approvals:

Prepared By: Sandra Carbon-Sheldon  
Signature:  
Payment Due:  
Board Approved Date:

Approved By: **APPROVED**  
Signature: By Eric Schultz at 9:26 am, Apr 24, 2020  
Approved By:   
Signature:   
Approved By Division VP: **APPROVED**  
Signature: By Ellen M. Roberts at 10:10 am, Apr 24, 2020

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

**College of DuPage - Accounts Payable**

**Check Request Form**

**Notes:**

**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 Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
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 Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

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From: zerrudom@cod.edu  
Sent: Fri Apr 24 10:34:01 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check Request Refund for DRIFT  
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**From:** Accounts Payable  
**Sent:** Friday, April 24, 2020 10:29 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: Check Request Refund for DRIFT

Marivic,  
Please process.

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Friday, April 24, 2020 10:12 AM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Cc:** Schultz, Eric <schultze399@cod.edu>  
**Subject:** FW: Check Request Refund for DRIFT

Good morning,

The attached check request is ready to be processed.

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 <schultze399@cod.edu>  
**Sent:** Friday, April 24, 2020 9:28 AM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** FW: Check Request Refund for DRIFT

Ellen, good morning....  
Can you please sign the Check Request and move forward to AP. Thanks!! Have a great safe day!!!

**From:** Carbon-Sheldon, Sandra <carbon@cod.edu>  
**Sent:** Friday, April 24, 2020 8:51 AM



**Sent:** Friday, April 24, 2020 8:51 AM  
**To:** Schultz, Eric <schultze399@cod.edu>  
**Subject:** Check Request Refund for DRIFT

Eric,

I finally received W9 and was able to request a vendor id for DRIFT to do their refund. DRIFT prepaid for the year's events. The following dates were canceled from March 12- May 14, 2020.

March:17,24,31 @ \$48 per event in TEC1038B = \$144.00

April: 14, 21, 28 @ \$48 per event in TEC1038B= \$144.00

April 7 @ \$70.00 for event scheduled in HSC1234=\$70.00

May 5 @ \$48.00 in TEC1038B =\$48.00

Total refund for account 01-90-13290-4600001 = \$406.00

In addition Custodial Services for 7 events at \$35 per event was prepaid. Thus \$245.00 for account 01-90-13290-4509006. The total refund due is \$651.00

Attached is check request form( I tried to sign it but wasn't able to do so.) and a copy of the contract. and W9 form. The client prepaid the entire year on a credit card. Thus the refund request due to the cancellation of meetings.

Thank you for your assistance.

Sandra Carbon-Sheldon  
CES Specialist  
Conference and Event Services



Contract #: CES20180924-00001  
COLLEGE OF DUPAGE  
CONFERENCE AND EVENT SERVICES  
FACILITIES RENTAL CONTRACT

Date: July 2, 2018

1. This shall serve as a contract agreement covering the services of the College of DuPage (herein known as COLLEGE) and **DRIFT** (herein known as PURCHASER).
2. Type of Engagement: **Weekly meeting**
3. Facility(ies) Rented: **TEC 1038B & HSC1234 (November 26)**
4. Estimated Attendance: **40**
5. Date(s), starting and finishing time of performance(s): **Tuesdays Sept 17, 2019 -May 5,2020  
7:00 pm-9:00 pm**
6. Room Rental agreed upon: **\$48 (per event based on 2 hours)** plus if applicable Audio Visual, Custodial, Dining Services, Public Safety charges (see the rider(s) attached hereto and incorporated herein).
7. College will provide the following Audio Visual/Technical, Custodial, and Public Safety Services at the noted prices. The PURCHASER shall provide in writing to the COLLEGE all service requirements (AudioVisual, Custodial, Dining Services [see item #15 for restrictions], and Public Safety) at least three weeks prior to the engagement.

Audio Visual/Technical, Custodial, Dining Services and Public Safety Services	Cost
Room Rental @ \$24 per hour / 2 hours per event= \$48 per event for 30 dates in TEC1038B	\$1440.00
Custodial Services @ \$35 per event for 30 dates	\$1050.00
Room Rental HSC1234 for 2 hours on November 26	\$70.00
Other requests made	TBD

8. PURCHASER shall make payment, by check, payable to **College of DuPage**, within thirty days of receiving rental invoice. *paid in full on VISA 7/30/2019*
9. Deposit: A deposit of **\$755.00 (50% rental)** must be returned with this signed contract to guarantee rental.
10. Signed contracts and certificate of insurance must be returned to the College of DuPage by **August 10, 2019** to ensure facilities reservation.
11. **ADVERTISING** – PURCHASER agrees that the COLLEGE's facilities are simply an event venue and PURCHASER does not represent the COLLEGE in any way. Programs, advertising, or any materials referencing the College of DuPage shall not imply that the COLLEGE sponsors the PURCHASER's event, or that the event is in any way affiliated with College of DuPage. PURCHASER's use of the COLLEGE logo is expressly prohibited and the name and logo of the PURCHASER must appear in larger font than any reference to the COLLEGE. COLLEGE staff and/or resources are not available for advertising PURCHASER's event.
12. **ATTENDANCE** - PURCHASER agrees that event attendance shall not exceed the coded capacity of the appropriate venue. All events are encouraged to provide tickets so that over crowding does not occur and create a safety problem.
13. **CANCELLATION**
  - a. PURCHASER may cancel this contract without penalty, if rental is canceled more than thirty (30) days before the scheduled rental. A rental canceled between fourteen (14) and thirty (30) days prior to the rental will forfeit fifty percent (50%) of the deposit. A rental canceled less than fourteen (14) day prior to the rental will forfeit one hundred percent (100%) of the deposit.
  - b. If for any reason, except due to an Act of God, this contract is canceled by the PURCHASER beyond the Cancellation Clause contained herein, or a change of date is required by the PURCHASER for any reason other than an Act of God, then the PURCHASER agrees to reimburse the COLLEGE for COLLEGES bona fide out of pocket expenses immediately upon presentation of an invoice of such expenses to the PURCHASER or his/her Representative.
  - c. The COLLEGE will make all reasonable efforts to fulfill the reservation/contract. However, the COLLEGE reserves the right to cancel any event after providing reasonable notice to the PURCHASER. Cancellation may occur if the COLLEGE requires the space to accommodate classes, due to space limitations caused by increased enrollments or building renovations. In such case if cancellation is required, PURCHASER would receive a full refund on any deposit paid.

14. **EVENT CONTENT** – PURCHASER's event is not to be in competition with course offerings of the COLLEGE, if program is determined to be in competition with COLLEGE offerings this contract shall be terminated and all future facility reservations contained within this contract will be canceled.

**15. FOOD**

- a. Catered food services will be provided by the College's contracted Food Service provider. Any outside catering must be approved by special arrangement. Alcoholic beverages may not be served or consumed on college property.
- b. All beverages served, sold, distributed, supplied or donated in connection with any event at College of DuPage shall be exclusively brands distributed by Pepsi-Cola.

**16. GOVERNANCE** - This agreement shall be governed by the laws of the State of Illinois. The COLLEGE representative, in signing this contract, warrants that he signs as an authorized representative of the institution.

**17. INSURANCE** - Certificate of Insurance MUST be attached to this rental agreement providing evidence of liability coverage for PURCHASER in amounts not less than \$1,000,000 combined single limit for bodily injury and property damage, with a \$2,000,000 general aggregate. Certificate of Insurance must state that 30 days advance notice will be given to the College in the event of cancellation or material change in insurance coverage. Certificate of Insurance is to include College of DuPage as additional insured on the policy. Additionally, an endorsement page must be included. See sample attached.

**18. LIABILITY** - PURCHASER shall be liable for any and all lost, stolen, and/or damaged equipment provided by the COLLEGE, as well as any damages to COLLEGE facilities, during the time of the PURCHASER's rental of College facilities.

**19. LOCATION**

- a. COLLEGE reserves the right to move PURCHASER to an alternate facility on campus that would accommodate the PURCHASER's needs. PURCHASER will be given advance warning that their event has been moved.
- b. PURCHASER may use only the facilities assigned under this contract.

**20. RESPONSIBILITY -**

- a. The COLLEGE shall not be responsible for any items heretofore mentioned when prevented from doing so due to sickness, riots, strikes, epidemics, Acts of God, or any other legitimate conditions beyond the control of the COLLEGE. If such acts or conditions occur the COLLEGE is not liable for damages which the PURCHASER, his/her group or Representative might suffer.
- b. The PURSHASER is responsible for any and all equipment that the PURCHASER, his/her group or representatives brings to the site of the rental. The PURCHASER is responsible for the set-up and tear down of all equipment and for property damage and/or personal injury which may arise as a result of faulty, improperly placed equipment and or negligence on the part of the PURCHASER, and shall hold the COLLEGE and their representative harmless from any such claims.
- c. If this contract is signed by someone other than the PURCHASER contact, as listed within the front of this contract, the person signing for the PURCHASER expressly warrants that he/she is authorized by the PURCHASER to execute this contract for the PURCHASER for this rental at the time and place specified in this contract.

**21. TOBACCO FREE CAMPUS-** The College is dedicated to providing a learning environment that protects the future health and well-being of our students. The use of tobacco-related products is prohibited on all College premises. Refusal to comply with this policy may result in citations issued by the Campus Police.

22 .In witness whereof the parties have executed this agreement on the date(s) indicated.

For: COLLEGE OF DUPAGE  
Sandra Carbon-Sheldon



Signature  
CES Specialist  
Conference and Event Services  
Title

July 10, 2019

Date

425 Fawell Blvd.

For: DRIFT  
Denton/Morris



Signature  
Treasurer  
Title

July 30, 2019

Date

507 South 6<sup>th</sup> Avenue