

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1613502
Vendor Name: Everything But the Mime Inc
Invoice Number: INV-11156
Invoice Date: 9/20/2021
PO Number:
Check Number: 0287932
Check Amount: \$ 2,500.00
Check Date: 10/12/2021
Voucher Number: V0705709
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: 9/20/21 Vendor ID: 1613502 Vendor Name: Everything But the Mime
 Payee Address: 2914 Trentwood Blvd, Orlando, FL 32812 Payment Due Date: 10/1/21

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
CT-20210721-006	01-30-12931-5309001	Contractual Services	1,250.00
CT-20210803-007	01-30-12931-5309001	Contractual Services	1,250.00
Total			\$ 2,500.00

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:

Novelty virtual giveaway of Pippi's Letter Brush Art for day and evening events for students for Chaparral Days.

Other Instructions:

All requests will require the following approvals:

Requester: Shannon Hernandez Digitally signed by Shannon Hernandez
Date: 2021.09.28 12:54:29 -05'00' Print Name: Shannon Hernandez
 Budget Officer: Chuck Steele Digitally signed by Chuck Steele
Date: 2021.09.28 14:48:47 -05'00' Print Name: Chuck Steele

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.



Entertainment Contract

Everything but the Mime, Inc.

2914 Trentwood Blvd.
Orlando, FL 32812
carol@everythingbutthemime.com
407-856-2412
407-856-3912 - Fax
www.everythingbutthemime.com

Contract Date: 08-03-2021
Contract #: CT-20210803-007

Please fill in the information below, sign, and return one copy to Everything but the Mime, Inc. within 20 days of the contract date above.

The undersigned contracts Everything but the Mime, Inc. to have their artist(s) perform for the event described below, and the artist(s) agree(s) to so perform.

EVENT DATE & TIME

Wed, August 25, 2021
11:00 AM - 01:00 PM CDT

CONTRACTING PARTY

College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Shannon Hernandez
heman@cod.edu

623-326-2692

PERFORMANCE SITE

Virtual

RAIN LOCATION

PERFORMANCE DETAILS

Pippi's Virtual Letter Brush Art for 2 hours. The artwork will be mailed directly to each participant.

Tech Needs: Artist to send meeting link in advance to share with the students. Allow 7 - 8 minutes per painting. A volunteer is requested to be made co-host.

PRICE: \$1,250.00 all inclusive. Payment to be ^{within 15 days of event} made at completion of performance unless otherwise designated. Make check payable to Everything but the Mime, Inc., Federal ID #20-2266286.

This contract is non-cancelable unless agreed upon by both parties. If artist fails to comply with the terms of this contract due to any event or act outside of their control, the liability is limited to the return of all refundable monies paid.

Carol Studer
President
Everything but the Mime, Inc

Ellen M. Roberts

Digitally signed by Ellen M. Roberts
Date: 2021.08.23 07:50:38 -05'00'

Authorized Signature
College of DuPage

Print Name: Ellen M. Roberts

Mission Statement: To represent genuinely nice people who offer high quality entertainment at affordable prices.

Seven Time APCA Agency of the Year



Invoice #: INV-11156

08-03-2021

Everything but the Mime, Inc
2914 Trentwood Blvd
Orlando, FL 32812
407-856-2412
carol@everythingbutthemime.com
Federal ID #20-2266286

Bill To: College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Agent	Job Date	Payment Terms	PO Number
Carol Studer	08-25-2021	Net 15	

Qty	Description	Unit Price	Line Total
2.00	Pippi's Letter Brush Art virtual show for 2 hours	\$625.00	\$ 1,250.00
Subtotal			\$ 1,250.00
Sales Tax			-
Total Due			\$ 1,250.00

Date Due: 09-09-2021

Please Make Checks Payable to:
Everything but the Mime, Inc
2914 Trentwood Blvd
Orlando, FL 32812
407-856-2412
carol@everythingbutthemime.com



Entertainment Contract

Everything but the Mime, Inc.
2914 Trentwood Blvd.
Orlando, FL 32812
carol@everythingbutthemime.com
407-856-2412
407-856-3912 - Fax
www.everythingbutthemime.com

Contract Date: 07-21-2021
Contract #: CT-20210721-008

Please fill in the information below, sign, and return one copy to Everything but the Mime, Inc. within 20 days of the contract date above.

The undersigned contracts Everything but the Mime, Inc. to have their artist(s) perform for the event described below, and the artist(s) agree(s) to so perform.

EVENT DATE & TIME
Wed, August 25, 2021
06:00 PM - 08:00 PM CDT

CONTRACTING PARTY
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Shannon Hernandez
heman@cod.edu
623-326-2692

PERFORMANCE SITE **RAIN LOCATION**


Virtual

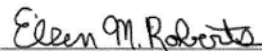
PERFORMANCE DETAILS
Pippi's Virtual Letter Brush Art for up to 2 hours.

Tech Needs: Artist to send meeting link in advance to share with the students. A volunteer is requested to be made co-host and to assist with the line. Allow 7 - 8 minutes per painting. The artwork will be mailed directly to each participant.

PRICE: \$1,250.00 all inclusive. Payment to be made at completion of performance unless otherwise designated. Make check payable to Everything but the Mime, Inc., Federal ID #20-2266286.

This contract is non-cancelable unless agreed upon by both parties. If artist fails to comply with the terms of this contract due to any event or act outside of their control, the liability is limited to the return of all refundable monies paid.


Carol Studer
President
Everything but the Mime, Inc


Authorized Signature
College of DuPage
Ellen M. Roberts 8.4.2021
Print Name:

Mission Statement: To represent genuinely nice people who offer high quality entertainment at affordable prices.

Seven Time APCA Agency of the Year



Invoice #: INV-11053

07-21-2021

Everything but the Mime, Inc
2914 Trentwood Blvd
Orlando, FL 32812
407-856-2412
carol@everythingbutthemime.com
Federal ID #20-2266286

Bill To: College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Agent	Job Date	Payment Terms	PO Number
Carol Studer	08-25-2021	Net 15	

Qty	Description	Unit Price	Line Total
2.00	Pippi's Virtual Letter Brush Art - 2 hours	\$625.00	\$ 1,250.00
		Subtotal	\$ 1,250.00
		Sales Tax	-
		Total Due	\$ 1,250.00

Date Due: 09-09-2021

Please Make Checks Payable to:
Everything but the Mime, Inc
2914 Trentwood Blvd
Orlando, FL 32812
407-856-2412
carol@everythingbutthemime.com

Accounts Payable <acctpay@cod.edu>

FW: Check Request - Everything But the Mime Pippi

Accounts Payable <acctpay@cod.edu>

Wed, Sep 29, 2021 at 03:09 PM GMT

CC:

BCC:

From: Hernandez, Shannon <hernan@cod.edu>

Sent: Wednesday, September 29, 2021 9:22 AM

To: Accounts Payable <acctpay@cod.edu>

Subject: Check Request - Everything But the Mime Pippi

Shannon Hernandez

College of DuPage

Office of Student Life

Coordinator of Student Life – Clubs and Office Operations

Co-Advisor Phi Theta Kappa

630-942-3054

*Deliberative * Restorative * Adaptability * Empathy * Harmony*

1 attachment

check request pippi fall 2021 SH CS.pdf