

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1355560
Vendor Name: Midwest Fun Factory, Inc.
Invoice Number: 20210901,20210915
Invoice Date: 9/20/2021
PO Number:
Check Number: 0287988
Check Amount: \$ 1,500.00
Check Date: 10/12/2021
Voucher Number: V0708792
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: 1355560 Vendor Name: Midwest Fun Factory
 Payee Address: 40W301 Fair Oaks Drive, St Charles, IL 60175 Payment Due Date: 10/8/21

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
20210915-COD	01-30-12931-5309001	Contractual Services	900.00
20210901-COD	01-30-12931-5309001	Contractual Services	600.00
Total			\$ 1,500.00

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 entertainment for Chap Days events for students.

Other Instructions:

All requests will require the following approvals:

Requester: Shannon Hernandez Digitally signed by Shannon Hernandez
Date: 2021.09.28 17:57:43 -05'00' Print Name: Shannon Hernandez

Budget Officer: Chuck Steele Digitally signed by Chuck Steele
Date: 2021.09.29 08:57:24 -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.



Invoice #: INV-20210901 COD

09-15-2021

Midwest Fun Factory, inc.
Mireille Gross-Page, Owner
40W301 Fair Oaks Dr
St. Charles, IL 60175
630-443-6878
www.TheClassyClown.com
EIN 46-165 5612

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

Agent	Job Date	Payment Terms	PO Number
Mireille	9-1-2021	Net 30	

Qty	Description	Unit Price	Line Total
1.00	Balloon Twisting and Glitter Tattoos - 2 hours	\$600.00	\$ 600.00
		Subtotal	\$ 600.00
		Sales Tax	
		Total Due	\$ 600.00

Date Due: 10-15-2021

Please Make Checks Payable to:
Midwest Fun Factory, inc.
40W301 Fair Oaks Dr
St. Charles, IL 60175
630-443-6878



Invoice #: INV-20210915 COD

09-15-2021

Midwest Fun Factory, inc.
Mireille Gross-Page, Owner
40W301 Fair Oaks Dr
St. Charles, IL 60175
630-443-6878
www.TheClassyClown.com
EIN 46-165 5612

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

Agent	Job Date	Payment Terms	P/O Number
Mireille	9-15-2021	Net 30	

Qty	Description	Unit Price	Line Total
1.00	Balloon Twisting, Glitter Tattoos, and Arm Painting Fun - 2 Hours	\$900.00	\$ 900.00
		Subtotal	\$ 900.00
		Sales Tax	-
		Total Due	\$ 900.00

Date Due: 10-15-2021

Please Make Checks Payable to:
Midwest Fun Factory, inc.
40W301 Fair Oaks Dr
St. Charles, IL 60175
630-443-6878

CONTRACT APPROVAL ROUTING FORM

Contract Name	Chap Days Giveaways	Date Initiated	8/16/21
Requester Name	Shannon Hernandez	Requester Phone	3054
Requester Email Address	hernan@cod.edu	Requesting Department	Student Life
Vendor Company Name	Midwest Fun Factory	Vendor Contact Phone	630-443-6878
Vendor Contact Name	Mirelle Gross-Page	Vendor Contact Email Address	twinkles@ihoclassyclown.com
Total Contract Value	\$600.00	Contract Start Date	9/1/21
FY Budget	\$600.00	Contract End Date	9/1/21
Vendor 1 Name		Quote	\$
Vendor 2 Name		Quote	\$
Vendor 3 Name		Quote	\$
Contract Purpose	Chap Days Giveaways for Students		

Contract Type: ☐ Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract?

☐ Yes ☒ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (See page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

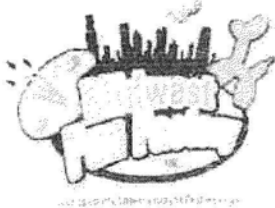
Requester: Shannon Hernandez
 Budget Manager: Chuck Steele
 Dept. Administrator: Nathania Montes

Sign & Date
Shannon Hernandez
 Chuck Steele
 Nathania Montes

Submit with contract to contracts@cod.edu when completed

Contract Reviewer Comments

Comments: _____



Entertainment Contract

Midwest Fun Factory, Inc.
Mireille Gross-Page, Owner
40W301 Fair Oaks Dr
St. Charles, IL 60175
630-443-6878
www.TheClassyClown.com
EIN 46-165 5612

Contract Date: 8/5/21
Contract #: 20210901-COD

Please fill in the information below, sign, and return one copy to Midwest Fun Factory, Inc. within 20 days of the contract date above.

The undersigned contracts *Midwest Fun Factory, 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, September 1, 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
608-201-9092 (cell) 630-942-2243 (office)

PERFORMANCE SITE

SRC 1200

RAIN LOCATION

PERFORMANCE DETAILS

Balloon Twisting Fun and Glitter Tattoo Fun for 2 hours.

PRICE: **\$600.00 all inclusive**. Payment to be made ^{within 60 days of} at completion of performance unless otherwise designated. Make check payable Midwest Fun Factory, Inc., Federal ID #46-1655612.

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.


Mireille Gross-Page
Owner
Midwest Fun Factory, Inc.

Ellen M. Roberts Digitally signed by Ellen M. Roberts
Date: 2021.09.16 15:28:40 -0500

Authorized Signature

College of DuPage

Ellen M. Roberts

Print Name

CONTRACT APPROVAL ROUTING FORM

Contract Name	Student Life Fair	Date Initiated	8/24/21
Requester Name	Shannon Hernandez	Requester Phone	3054
Requester Email Address	hernan@cod.edu	Requesting Department	Student Life
Vendor Company Name	Midwest Fun Factory	Vendor Contact Phone	630-443-6878
Vendor Contact Name	Mireille Gross-Page	Vendor Contact Email Address	
Total Contract Value	\$900.00	Contract Start Date	9/15/21
FY Budget	\$900.00	Contract End Date	9/15/21
Vendor 1 Name		Quote	\$
Vendor 2 Name		Quote	\$
Vendor 3 Name		Quote	\$
Contract Purpose	Fair Giveaways for Students		

Contract Type: ☐ Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract?

☐ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (See page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Requester: Shannon Hernandez
Budget Manager: Chuck Steele
Dept. Administrator: Nathania Montes

Sign & Date
Shannon Hernandez 8/21/21
Digitally signed by Shannon Hernandez
Date: 2021.08.20 11:10:30
-0500
Digitally signed by Nathania Montes
Date: 2021.08.20 10:42:27 -0500

Submit with contract to contracts@cod.edu when completed

Contract Reviewer Comments

Comments: _____



Entertainment Contract

Midwest Fun Factory, Inc.
Mireille Gross-Page, Owner
40W301 Fair Oaks Dr
St. Charles, IL 60175
630-443-6878
www.TheClassyClown.com
EIN 46-165 5612

Contract Date: 8/5/21
Contract #: 20210915-COD

Please fill in the information below, sign, and return one copy to Midwest Fun Factory, Inc. within 20 days of the contract date above.

The undersigned contracts *Midwest Fun Factory, 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, September 15, 2021
11:00 AM - 01:00 PM CDT

CONTRACTING PARTY

College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Shannon Hernandez
hernan@cod.edu
608-201-9092 (cell) 630-942-2243 (office)

PERFORMANCE SITE

SRC 1200

RAIN LOCATION

PERFORMANCE DETAILS

Balloon Twisting Fun, Glitter Tattoos, and Arm Painting Fun for 2 hours.

PRICE: \$900.00 all inclusive. Payment to be made ^{within 60 days} at completion of performance unless otherwise designated. Make check payable Midwest Fun Factory, Inc., Federal ID #46-1655612.

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.


Mireille Gross-Page
Owner
Midwest Fun Factory, Inc

Ellen M. Roberts
Digitally signed by Ellen M. Roberts
Date: 2021.09.16 15:27:13 -05'00'
Authorized Signature
College of DuPage
Ellen M. Roberts

Print Name

Accounts Payable <acctpay@cod.edu>

FW: Check Request - Midwest Fun Factory - Thanks!

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 9:19 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Request - Midwest Fun Factory - Thanks!

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

midwest ff check request SH CS.pdf