

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1271006
Vendor Name: Woodridge Park District
Invoice Number: WES 01-2022
Invoice Date: 5/31/2022
PO Number:
Check Number: 0299763
Check Amount: \$ 1,008.00
Check Date: 06/07/2022
Voucher Number: V0740735
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: 5/31/2022 Vendor ID: 1271006 Vendor Name: Woodridge Park District
 Payee Address: 2600 Center Dr, Woodridge, IL, 60517, United States Payment Due Date: 6/9/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Wes 01-2022	10-99-99253-2900099	Student Veterans Association	1,008.00
Total			\$ 1,008.00

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:

COD Student Veterans Association Golf Outing @ Village Greens of Woodridge

Other Instructions:

All requests will require the following approvals:

Requester: Jelymar Mejia Digitally signed by Jelymar Mejia
Date: 2022.05.31 11:14:01 -05'00' Print Name: Jelymar Mejia
 Budget Officer: Chuck Steele Digitally signed by Chuck Steele
Date: 2022.05.31 11:56:13 -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.



From :
Wes Karneffel
1575 West 75th Street
Woodridge , IL 60517 US
wkarneffel@woodridgeparks.org
(630) 353-3478

To :
COD Student Vets
Doug Hayes
US
doug.hayes53@yahoo.com
(630) 207-7012

Quote # QUO-0165
Date: March 16, 2022
Expiration Date: April 15, 2022

Your event

Doug:

Thank you for considering Village Greens to host your COD Student Vets golf outing.

Village Greens of Woodridge proudly hosts approximately 80 golf events each year.

With experience gained from hosting thousands of successful corporate, association and fundraiser golf outings over the years, you can feel confident in selecting Village Greens as a partner in planning and executing your next golf event.

Whether you simply require tee times for a small group, or need to arrange food and beverage, merchandise, hole in one insurance, or more, our team of experts is ready to assist you every step of the way.

The following proposal outlines pricing, dates, and specific details we have already discussed pertaining to your outing.

Please review everything and verify as many details as you can at this time. You also have the ability to modify quantities and information if needed.

Accepting this proposal will guarantee the proposed date for your event. As a reminder, a final count for food and beverage related items is due 8 days prior to your golf outing, and a final count on golfers is due 3 days in advance. You may adjust quantities and details as many times as needed until then.

Please feel free to contact me at 630.353-3478 or wkarneffel@woodridgeparks.org at any time if you have any questions.

Wes
Village Greens



Outing Name: COD Student Vets

Outing Type: Tee Times

Start Type: 11:06Am

Outing Date: Saturday April 30, 2022

Number of player: 20-40

Number of Holes Played: 18

Registration Table Location and # : TBD

Prize Table Location and #: TBD

Long Drive Hole: TBD

Close to Pin Hole: TBD

Long Putt Hole: TBD

Other: TBD

Putting Contest: No

Scoring Type and # Winners: TBD

Beverage Cart Tabbed: No

On Course Vendors: No

Hole in One : TBD

Illinois State Tax Exemption: IF you have one please supply the form

The venue



Our price

1 x	Golf and Riding Cart	US\$35.00
1 x	Lunch after Golf Brat and Burger, Fresh Rolls and Condiments, Baked Beans, Pasta Salad and Cookies	US\$19.50
Subtotal		US\$54.50
Sales Tax (US\$0.00 @ 7.75%)		US\$0.00
Total		US\$54.50

Important dates to remember prior to your outing

1. 3 weeks prior to outing date: Preliminary number of golfers and dinner attendees due for consideration of public tee times on your outing date. **Due Date: Apr 9**
DocuSign Envelope ID: D99D97F2-9C32-45DC-8682-1B1F0DC5B311 , ope you will be charges . **Due Date: Apr 21**
3. 6 days prior to outing date: Names of golfers and group pairings. **Due Date: Apr 23**
4. 1 day prior to outing date: Final number of golfers. This will be the number you will be charged for, less walk on's, regardless of cancellations. **Due Date: Apr 29**

Gratuity for Beverage and Bar Service not included in pricing.

Acceptance/Signature

If you wish to accept the Golf Outing Proposal as presented, please indicate by accepting the proposal, as well as signing the terms and conditions which follow. If you wish to make modifications or seek clarification prior to accepting the proposal, please call or email us.

Quote status : **Proposed**

Terms and conditions

DocuSigned by:
Ellen Roberts
49066CF0BC3F425...
3/31/2022

IMPORTANT INFORMATION

The Woodridge Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Woodridge Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program must recognize that there is an inherent risk of injury when choosing to participate in recreational programs/activities.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK & IMPORTANT INFORMATION

Golfing is an activity intended to challenge and engage the physical, mental and emotional resources of each participant. However, despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury. Understandably, not all hazards and dangers can be foreseen. Risks attendant to golfing include poor conditioning or technique; being struck by a golf ball or club; being struck by lightning; slipping on wet surfaces; slip and falls associated with the choice of spikes; accidents with golf carts; inconsiderate play; horseplay; defects in course design; tripping over sprinkler heads, and ruts/holes/depressions in the grass. In this regard, it must be recognized that it is impossible for the (District/SRA) to guarantee absolute safety.

You should always stand away from and behind a player making a shot and be aware of the flight patterns of balls being hit by other players when you are around the greens and alongside the fairways. You should watch where you are walking (i.e., uneven terrain, sprinkler heads, surface imperfections, etc.). When playing a shot from a wrong fairway, ensure that the players playing that fairway are aware of your presence. During a thunderstorm, do not ride in golf carts or stay outdoors; seek shelter in buildings, vehicles, or other locations that offer protection (avoid open fields, water areas, wire fences, overhead wires, isolated trees, and hilltops). Drive carefully and slowly in golf carts, they are not toys.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the (District/SRA), including its officials, agents, volunteers and employees.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

IMPORTANT TERMS AND CONDITIONS

No food or beverages are allowed on our property unless purchased through Village Greens of Woodridge, unless specifically authorized by our General Manager. If outside food and/or beverages are allowed, certificates of insurance and waivers of liability may be requested.

No deposit is required, but you must sign and return this contract to us in order to secure your date and time.

We prefer full payment for your event either prior to your first tee time or immediately after your event. You may also work out other payment arrangements with our Outing Coordinator if needed.

We have enough riding carts for 116 players. If you need more, please let us know at least 2 weeks in advance so we can order more for your group.

In the event of inclement weather, we have several options including: full or partial refunds based on # of holes played, food and beverage services extended, etc. In the event of an event cancellation due to weather, we can offer 2 complimentary rounds of golf for each participant in exchange for full outing payment.

We want your participants to have fun, but we also need our course and equipment returned to us in the same manner as it was extended so others can enjoy their round too. Please understand that you and/or your guests will be responsible for negligent damages to our property and/or equipment.

While we'll do everything we can to keep you and your guests personal belongings safe, we won't assume responsibility for loss or damage to said property. Sponsor signs left at the course longer than 1 week after the event date are subject to being discarded.

Your confirmed guest count for food and beverage must be provided at least 8 days prior to your event date so we can place orders and have your event properly staffed. We generally prepare for 5% more than your confirmed number. If your confirmed count changes significantly within the 8 day window, you can call and beg us to help, (and we'll try), but we can't guarantee results in every situation.

"I agree to the terms and conditions detailed above."

DocuSign Envelope ID: D99D97F2-9C32-45DC-8682-1B1F0DC5B311

Signer's first name

Doug

Signer's last name

Hayes

DocuSigned by:

Ellen Roberts

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3/31/2022

Village Greens of Woodridge

"The Best Value for Golf in Chicago"

1575 W. 75th Street
Woodridge, IL 60517
Phone 630.985.3610 Fax 630.985.8368

INVOICE

INVOICE WES 01-2022
DATE: May 3, 2022

Bill To: COD Student Vets

Ship To:
Same

Contents

No table of contents entries found.

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
Wes					

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
13	Golfers	\$35.00	\$455.00
24	Dinners	\$19.50	\$468.00
	Gratuity		\$85.00
SUBTOTAL			\$1,008.00
Taxes			
TOTAL DUE			\$1,008.00

"Mejia, Jelymar" <mejiaj742@cod.edu>

Check Request Form - SVA Golf Outing

"Mejia, Jelymar" <mejiaj742@cod.edu>

Tue, May 31, 2022 at 05:14 PM GMT

CC:

BCC:

Please find the completed check request form attached.

Thanks!

Jelymar Mejia

Student Club Specialist

Office of Student Life | SSC 1217

College of DuPage | 425 Fawell Blvd, Glen Ellyn, IL 60137

mejiaj742@cod.edu | (630) 942-3920

Pronouns: She/Her/Hers

My Signature Themes:

Communication WOO Significance Positivity Developer

1 attachment

Check Request Form - SVA Golf Outing JM CS.pdf

