

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1577665

Vendor Name: Bass/Schuler Entertainment

Invoice Number: BSE-75612

Invoice Date: 8/18/2022

PO Number:

Check Number: 0302270

Check Amount: \$ 3,600.00

Check Date: 09/13/2022

Voucher Number: V0750097

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: 8/18/22 Vendor ID: 1577665 Vendor Name: Bass/ Schuller Entertainment

Payee Address: 4055 W. Peterson Ave, St 206, Chicago IL, 60646 Payment Due Date: 9.1.22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
BSE-75612	01-30-00819-5309001	Contractual	3,600.00
Total			\$ 3,600.00

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:

Live Band Karaoke 8.9.22, 8.10.22, 8.11.22 for New Student Orientation Lunch

Other Instructions:

All requests will require the following approvals:

Requester: Jacqueline Rangel Gutierrez Digitally signed by Jacqueline Rangel Gutierrez
Date: 2022.08.18 15:09:47 -05'00' Print Name: Jacqueline Rangel

Budget Officer: Chuck Steele Digitally signed by Chuck Steele
Date: 2022.08.18 15:20:37 -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.

BASS/SCHULER ENTERTAINMENT

4055 W. PETERSON AVE., STE. 206 - CHICAGO, IL 60646 * (773) 481-2600

FAX (773) 481-2601 * eMAIL: mail@bass-schuler.com

PERFORMANCE AGREEMENTContract No.: BSE-75612

This agreement for the personal services of performers on the engagement described below, is made on JUNE 20, 2022, between **COLLEGE OF DUPAGE** (hereinafter referred to as "Purchaser") and **LIVE BAND KARAOKE** (hereinafter referred to individually and collectively as "Artist"). **BASS / SCHULER ENTERTAINMENT** (hereinafter referred to as "Agent") represents that it is the Agent of Artist.

1. Name and address of place of performance: COLLEGE OF DUPAGE, 425 FAWELL BLVD, GLEN ELLYN, ILLINOIS
2. Date(s) of performance: AUGUST 9, 2022 - AUGUST 11, 2022 (TUESDAY - THURSDAY)
3. Performance time(s): APPRX. 12:15 PM - 1:30 PM
4. Contact(s): ANA PLIEGO MENDEZ (630) 942-2393 OFC PLIEGOA@COD.EDU (630) 456-6949 CELL
5. Type/Name of Event: COLLEGE ONE (1) SEVENTY-FIVE MINUTE PERFORMANCE EACH DAY.
6. A) Sound system with qualified operator to be supplied by: ARTIST B) Light system with qualified operator to be supplied by: NOT APPLICABLE
7. Special provisions: SEE ATTACHED RIDER. IN THE EVENT THAT THE PRESENTATION OF THIS LIVE ENGAGEMENT IS PREVENTED IN ANY WAY BY THE CONTINUING COVID-19 PANDEMIC, PURCHASER AGREES TO THE SUBSTITUTION, AT THE SAME COST LESS TRAVEL EXPENSES, OF A LIVE, INTERACTIVE WEBINAR VERSION OF EACH SCHEDULED PRESENTATION ON EITHER THE ORIGINALLY-CONTRACTED DATE OR A MUTUALLY-AGREED UPON FUTURE DATE WITHIN 6 MONTHS OF THE ORIGINAL DATE. (PURCHASER INITIAL HERE JR 7/18/22). IF PURCHASER RESCHEDULES LIVE SHOW TO A VIRTUAL PRESENTATION (OR FUTURE LIVE SHOW) LESS THAN 21 DAYS BEFORE DATE OF PERFORMANCE, PURCHASER AGREES TO REIMBURSE ARTIST FOR ANY NON-REFUNDABLE TRAVEL EXPENSE INCURRED. (PURCHASER INITIAL HERE JR 7/18/22).
8. Contract price: \$ 3600.00 FLAT GUARANTEE. PLEASE MAKE CHECK PAYABLE TO: BASS/SCHULER ENTERTAINMENT. TAX ID# 36-4305538

IN THE EVENT A DEPOSIT IS REQUIRED, PLEASE FOLLOW INSTRUCTIONS BELOW:

(A) \$ 0.00 shall be paid by Purchaser to and in the name of **BASS / SCHULER ENTERTAINMENT**, payable by check(s) or electronic payment, as security deposit, due no later than .

(B) Balance of \$ 3600.00 shall be paid by Purchaser to Bass/Schuler Entertainment by mail, NET60 Terms; payable by check(s) or electronic deposit.

FOR OFFICE USE ONLY

Deposit Rec'd: _____ Amount Rec'd: _____ Rec'd By: _____

RETURN CONTRACT TO
BASS/SCHULER BY
July 14, 2022

9. It is understood that this agreement is binding on both Purchaser and Artist. If the engagement is canceled by Purchaser for any reason other than an Act of God (not to include rain), Purchaser's deposit, if any, shall be forfeited, such forfeiture being in addition to Artist's other remedies at law. In the event of rain, Purchaser must provide alternate performance site or pay Artist in full. If the engagement is canceled by Artist for any reason other than an Act of God, Agent will replace Artist with a comparable Artist by mutual consent of Purchaser and Agent, or will refund Purchaser's deposit, if any; provided, however, that Agent, at its option, will be entitled to the full commission from Artist. Agent has negotiated this agreement between Purchaser and Artist, and acts solely as Agent for Artist, and is not responsible or liable for any act of commission, omission or nonperformance on the part of either Purchaser or Artist. Agent is not responsible or liable for any personal injury that may occur in association with performance(s).

Purchaser: COLLEGE OF DUPAGE / ELLEN ROBERTSBy: Ellen Roberts
Signature of PurchaserDate: 7/19/2022College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137
Address, City, State and ZipArtist: LIVE BAND KARAOKE / JOHN MILLERBy: John Miller
Signature of ArtistDate: 6/24/2022C/O Bass / Schuler Entertainment, Attn: Scott Bass, 4055 W. Peterson Ave., Ste. 206, Chicago, IL 60646 Fax: 773-481-2601
Address, City, State and Zip**ANY ATTACHMENTS, RIDERS OR ADDENDA ARE BINDING PARTS OF THIS CONTRACT.**

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Check Request

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Fri, Aug 19, 2022 at 01:25 PM GMT

CC:

BCC:

Thanks!

Jacqueline Rangel

Office of Student Life

Front Desk Specialist

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137

630.942.3733 | SSC 1217 | rangelj7781@cod.edu

1 attachment

Check Request Bass-Schuler 8.9 to 8.11.22 CS.pdf