

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088827

Vendor Name: Record-A-Hit, Inc.

Invoice Number: 221995

Invoice Date: 8/16/2022

PO Number:

Check Number: E0091326

Check Amount: \$ 2,100.00

Check Date: 09/07/2022

Voucher Number: V0751671

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: 9/1/2022 Vendor ID: 1088827 Vendor Name: Record- A- Hit  
 Payee Address: 1495 Tonne Rd, Elk Grove Village, IL 60007 Payment Due Date: 9/14/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
221995	05-60-12785-5501002	Contractual	2,100.00
Total			\$ 2,100.00

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:

Casino Day 9.1.22 for Chaparral Days

Other Instructions:

### All requests will require the following approvals:

Requester: Jacqueline Rangel Gutierrez Digitally signed by Jacqueline Rangel Gutierrez  
Date: 2022.09.01 15:12:03 -05'00' Print Name: Jacqueline Rangel  
 Budget Officer: Chuck Steele Digitally signed by Chuck Steele  
Date: 2022.09.01 15:33:47 -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](mailto:invoicing@cod.edu).**



## Record-A-Hit Entertainment

1495 Tonne Road, Elk Grove Village, IL 60007  
 Phone: 847.690.1100 | Fax: 847.690.1122  
 www.recordahit.com | rbroms@recordahit.com

### RENTAL CONTRACT

**Bill To**
**College of DuPage**

425 Fawell Blvd.  
 Glen Ellyn, IL 60137-  
**Phone:** ( ) -  
**Fax:** ( ) -

**Deliver To**

425 Fawell Blvd.  
 Glen Ellyn, IL 60137-

**Contact Person**

**Jacqueline Rangel**  
**Phone:** (630)942-3733  
**Cell Phone:** (623)326-2692  
**Email:** rangelj7781@cod.edu

**Order No:** 221995

**PO No:** Bass/Schuler

**Contract Date:** Aug 16, 2022


**Written By:** Dipesh Kadakia

**Event Starts:** Thu, Sep 01, 2022 11:00 am

**Event Ends:** Thu, Sep 01, 2022 01:00 pm

**Delivery Method:** Setup & Supervise

**Occasion:** College

Description	Size	Qty	Unit Price	Total
<b>Gambling</b>				
 Casino Package 7 <i>Includes 1 blackjack table, 1 roulette table, 2 Texas Hold'em tables, 2 slot machines, and dealers</i>		1	\$2,100.00	\$2,100.00

**Order Subtotal:** \$2,100.00

**TOTAL:** \$2,100.00

**Amount Paid:** \$0.00

**Balance Due:** \$2,100.00

NET 60 Terms

SIGNED CONTRACT DUE WITHIN 7 DAYS OF CONTRACT DATE.

CREDIT CARDS ACCEPTED. DEPOSITS PAID WITH A CREDIT CARD WILL HAVE FINAL BALANCE CHARGED TO SAME CREDIT CARD ON THE DAY OF THE EVENT. THERE IS A 3% CREDIT CARD PROCESSING FEE.

**CONTRACT TERMS & CONDITIONS:**

1. EVENT MAY BE CANCELLED WITH TWO (2) WEEKS NOTICE. IF CANCELLED WITHIN TWO (2) WEEKS OF EVENT, REMAINING BALANCE IS DUE. ANY REVISIONS OR CANCELLATIONS MUST BE DONE IN WRITING. IF RECORD-A-HIT IS READY TO BEGIN ON TIME BUT IS PREVENTED FROM DOING SO BECAUSE CONDITIONS OF THE CONTRACT HAVE NOT BEEN MET (I.E. ELECTRICITY), CUSTOMER IS RESPONSIBLE FOR THAT LOST TIME. RECORD-A-HIT MAY, AT THE DISCRETION OF THE SHOW STAFF, STAY LONGER THAN SCHEDULED TO ACCOMMODATE FOR DELAY. OVERTIME CHARGES MAY APPLY. ALL UNION AND/OR ELECTRICAL FEES ARE THE RESPONSIBILITY OF THE CUSTOMER.
2. DEPOSIT IS NON-REFUNDABLE.
3. THE FOLLOWING ATTRACTIONS REQUIRE THAT THE PARTICIPANT AND A WITNESS SIGN A LIABILITY WAIVER: ADRENALINE RUSH & EXTREME, ARCHERY TAG, BUBBLE SOCCER, BOUNCY BOXING, BUMPER CARS, BUNGEE BULL, BUNGEE RUN, BUNGEE SPORTS CHALLENGE, CLIMBING WALLS, EUROBUGGY, GLADIATOR JOUSTS, HUMAN BOWLING, HUMAN SPHERES, ICELESS SKATING RINK, JACOB'S LADDER, KAPOW, MELTDOWN, OBSTACLE COURSES, ROLLER SKATING RINK.
4. WE RECOMMEND HAVING AN INDOOR LOCATION IN CASE OF INCLEMENT WEATHER. UNDER NO CIRCUMSTANCES WILL ANY INFLATABLE AND/OR ELECTRICAL ATTRACTION BE OPERATED IN UNSAFE CONDITIONS WHICH INCLUDE HIGH WINDS, RAIN, HAIL & SNOW. ELECTRICITY AND RAIN IN ANY DEGREE CAN BE DANGEROUS, AND WET ATTRACTIONS CAN BE SLIPPERY AND UNSAFE. EQUIPMENT MAY BE LEFT RUNNING OR INFLATED, BUT PARTICIPANTS WILL NOT BE ALLOWED ON ATTRACTIONS IF UNSAFE CONDITIONS EXIST. SAFETY CONDITIONS WILL BE DETERMINED BY OUR CREW CHIEF ON SITE. RECORD-A-HIT RESERVES THE RIGHT TO PROHIBIT PARTICIPATION BY INTOXICATED OR UNRULY PERSONS. GAME ATTENDANTS MUST BE ABLE TO GIVE AUDIBLE INSTRUCTIONS TO PARTICIPANTS, NOISE LEVELS MUST BE ADJUSTED. NECESSARY FOR SAFETY.
5. EQUIPMENT CANNOT BE CARRIED UP OR DOWN STAIRS. ELEVATORS OR SERVICE ELEVATORS ARE REQUIRED FOR UPPER FLOORS.
6. CLIENT AGREES TO PROVIDE PARKING FOR ONE FIFTEEN (15) FOOT VEHICLE. CLIENT AGREES TO PROVIDE A MAP OR WRITTEN DIRECTIONS TO LOCATION. ACCOMMODATIONS, IF REQUIRED, WILL BE SPECIFIED IN NOTES ON CONTRACT.

DocuSigned by:

Client Signature

19066CF0B03F425...

Robert S. Broms, President rbroms@recordahit.com

Client Printed

Ellen Roberts

8/27/2022

**Record-A-Hit Entertainment**

847-690-1100



**Record-A-Hit Entertainment**  
1495 Tonne Road, Elk Grove Village, IL 60007  
Phone: 847.690.1100 | Fax: 847.690.1122  
Website: www.recordahit.com | Email: rbroms@recordahit.com

## INVOICE

**Bill To:**

COLLEGE OF DUPAGE  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-

**Invoice/ Contract No:** 221995

**PO No:** Bass/Schuler

**Contract Date:** Aug 16, 2022

**Event Starts:** Thu, Sep 01, 2022

**Contact Person**

**Jacqueline Rangel**  
**Phone:** (630)942-3733  
**Cell Phone:** (623)326-2692

QUANTITY	ATTRACTIONS	TOTAL PRICE
<b>Gambling</b>		
1	Casino Package 7	\$2,100.00

**Order Subtotal:** \$2,100.00

**TOTAL:** \$2,100.00

**Amount Paid:** \$0.00

**Balance Due:** \$2,100.00

**PAYMENT TERMS:** NET 60 Terms

CREDIT CARDS ARE ACCEPTED. THERE IS A 3% CREDIT CARD PROCESSING FEE.

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

---

**Check Request Form**

---

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

Thu, Sep 1, 2022 at 08:36 PM GMT

CC:

BCC:

## **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](mailto:rangelj7781@cod.edu)

---

**1 attachment**

Check Request RAH 9.1.22 CS.pdf

**"Barrios, Isabel"** <barriosi142@cod.edu>

---

**"Barrios, Isabel"** <barriosi142@cod.edu>

Fri, Sep 2, 2022 at 04:55 PM GMT

CC:

BCC:

**Isabel C. Barrios**

**Accounts Payable Team Lead**

**Cash Disbursements/Payroll Department**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-3412 | [barriosi142@cod.edu](mailto:barriosi142@cod.edu)

---

**2 attachments**

RECORD A HIT.pdf

image001.png