

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1089528

Vendor Name: Wheaton Park District

Check Details:

Check Number: E0106036

Check Amount: \$ 1,365.00

Check Date: 3/4/2025

Invoice Details:

Invoice Number: 3596109

Invoice Date: 2/10/2025

PO Number: NULL

Voucher Number: V0872941

Document Type: AP Invoice

Document Below

"Henderson, Kristina" <hendersn@cod.edu>

Check Request- Wheaton Park District OL Training

"Henderson, Kristina" <hendersn@cod.edu>

Mon, Feb 10, 2025 at 09:56 PM UTC

CC:

BCC:

Hi,

Please process the attached check request for Wheaton Park District.

Thank you,

Kristina Henderson

Kristina Henderson Coordinator of Student Life, New Student Orientation

[Orientation Leader Program](#) | Advisor: Chaparral Activities Board (CAB)

hendersn@cod.edu | 630-942-2510

Pronouns: she, her, hers

College of DuPage Office of Student Life

425 Fawell Blvd. Glen Ellyn, IL 60137

www.cod.edu/studentlife

Signature Themes: Connectedness | Deliberative | Restorative | Empathy | Belief

** College leadership continues to monitor the coronavirus situation and will adjust the institutional response as circumstances warrant. COD campus updates can be found at cod.edu.*

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 2.21, Vendor Payment.

Date: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

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

1 attachment

2025 Wheaton PD Check Request- All Forms-KH CS.pdf

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.



FACILITY SALES RECEIPT

Receipt # 3596109
Payment Date: 01/28/25
Household: 39399

Lincoln Marsh Office
1001 W. Lincoln Ave.
Wheaton IL 60187
Phone: (630)871-2810
Visit Us On The Web At: www.wheatonparkdistrict.com

College of DuPage
Kristina Hendersen
425 Fawell Boulevard
Glen Ellyn IL 60137
hendern@cod.edu

Hm Ph: (630)942-2510
Wk Ph: (630)942-2510

Reservation Details: Lincoln Marsh Main Entrance, Challenge Course

Address: Harrison Ave & Pierce Ave, Wheaton, IL, 60187
Reserv. Contact: College of DuPage
Phone Number: (630)942-2510
Reserv. Number: 82062
Status: Firm
Purpose: Travel Cooperative Games
Anticipated Count: 45

Date(s) And Times		New Fees	Total Fees	New Paid	Total Paid	Amount Due
Thu 05/29/2025 10:00A to 12:00P		855.00	855.00	0.00	0.00	855.00
Fee Description		Amount	Count	Discount	Sales Tax	Total Fee
Travel Co-op Games		300.00	3.00	135.00	0.00	765.00
Travel Fee		30.00	3.00	0.00	0.00	90.00

Misc Fac. Comments: Participants will be divided into 3 groups (max 45 participants).

Reservation Details: Lincoln Marsh Main Entrance, Challenge Course

Address: Harrison Ave & Pierce Ave, Wheaton, IL, 60187
Reserv. Contact: College of DuPage
Phone Number: (630)942-2510
Reserv. Number: 82062
Status: Firm
Purpose: Travel Cooperative Games
Anticipated Count: 30

Date(s) And Times		New Fees	Total Fees	New Paid	Total Paid	Amount Due
Thu 05/29/2025 1:00P to 3:00P		510.00	510.00	0.00	0.00	510.00
Fee Description		Amount	Count	Discount	Sales Tax	Total Fee
Team Building		300.00	2.00	90.00	0.00	510.00

Misc Fac. Comments: Participants will be divided into 2 groups (max 30 participants).

Gratitude Sale 15% off applied

Payment Due: 5/15/25

Payment Methods:

Credit Cards: Credit card payments cannot be submitted via mail or email. Please call our office at 630-871-2810.

Checks: made out to Wheaton Park District, attach to invoice, mail to:
Wheaton Park District
Lincoln Marsh Natural Area
1001 W Lincoln Ave
Wheaton, IL 60187

FACILITY SALES RECEIPT



Receipt # 3596109
Payment Date: 01/28/2025
Household: 39399

Processed on 01/28/25 @ 2:51 pm by BEGAN	Total New Fees	1,590.00
	Discount Applied	225.00
	Total Due	1,365.00
	Total Fees Paid	0.00
	Total Paid	0.00
	Balance From Receipt	1,365.00

Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	1,365.00



Wheaton Park District Lincoln Marsh Requested Program Agreement

Group Name: College of DuPage - Orientation Leader Program

Type of Program: Travel Cooperative Games Number of People: 70

DATE: 5/29/25 Time: 10am-12pm (3 groups), 1-3pm (2 groups)

Total Fee: \$ 1,365

RECITALS

- A. As used in this Agreement, Wheaton Park District includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all facilities and common areas, including but not limited to parking facilities, restrooms, walkways, shelters, picnic areas, natural areas, cabins, etc.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. User shall remit the full balance due for the requested program two weeks prior to program date.
2. Payments received any later are subject to a \$25 late fee for Environmental Education Programs/\$50 late fee for Challenge Course Programs.
3. No refunds will be given for a decrease in the number of participants with less than two week's notice.
4. The last day to cancel a program without penalty is two weeks prior to the program date.
5. Programs canceled with less than two week's notice will be charged 25% of the total fee.
6. Programs canceled with less than 24 hour's notice will be charged the full amount.
7. Onsite programs are held entirely outdoors and are conducted rain or shine except when inclement weather creates unsafe conditions.
8. The Wheaton Park District reserves the right to cancel a program if staff determines it is unsafe due to inclement weather. Groups may reschedule or receive a partial refund if the program was in progress.
9. User shall comply with any and all applicable rules, regulations, ordinances and permit procedures.
10. User is solely responsible for providing any and all supervision at all times during any and all activities connected with and associated with this Agreement. Further, User shall be responsible for ensuring that all individuals in the group comply with all applicable rules and regulations pertaining to participation in Wheaton Park District programs and use of Wheaton Park District facilities.
11. User shall be responsible for and will pay for any damage to Wheaton Park District property caused by gross negligence or willful misconduct of any individuals in the group arising out of any and all activities connected with and associated with this Agreement.
12. Wheaton Park District does not assume any liability for property damaged, lost or stolen on the Wheaton Park District premises, or for personal injuries, damages or losses sustained as a result of participating in any and all activities connected with and associated with this Agreement. User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Wheaton Park District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.
13. It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the Wheaton Park District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
14. If applicable, User will set up the facility for User's function. User will take down the facility after User's function. User agrees to restore the facility to its prior condition.
15. Candles and open flames, including birthday candles, are prohibited inside park district buildings and cabins.

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16. No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Wheaton Park District under this Agreement.

17. This agreement for requested programs will not be entered into by the Wheaton Park District unless said Agreement is signed by an authorized representative or agent of User and delivered to the Office of the Wheaton Park District.

18. This agreement may be revoked at any time at the discretion of the Wheaton Park District due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future requested programs may be denied to User.

19. This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.

20. This agreement may not be assigned by User without the Wheaton Park District prior written consent.

21. This agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.

22. Interpretation of this agreement shall be governed by the laws of the State of Illinois.

Photos

The Wheaton Park District takes photographs or video of participants for promoting our programs, services, events, activities, and facilities in our program guides, website, or agency social media, etc. By participating in or attending any Wheaton Park District activities the participant (or parent/guardian of a minor participant) agrees to the use and distribution of his or her image (or images of a minor child/ward) in photographs, video recordings, and any other electronic reproductions of such activities for any purpose without inspection, compensation, or any other consideration now and in the future.

Warning of Risk

Recreational activities/programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities/programs do exist. In this regard, it must be recognized that it is impossible for the district to guarantee absolute safety. Participants registering for strenuous activities are encouraged to seek a physician's approval.

I have read and fully understand the above Agreement. If responding 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.

Date: 1/30/2025

Signed by:

Ellen Roberts

Signature (a duly authorized representative)

Print Name: Ellen Roberts

Address: _____

Phone: (W) _____

(C) _____

Wheaton Park District

Rebecca Egan

Authorized Signature

Print Name: Rebecca Egan

Title: Program Assistant

Email directly to: Lincolnmarsh@wheatonparks.org