

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1721776

Vendor Name: Balloons by Tommy LLC

Check Details:

Check Number: E0107947

Check Amount: \$ 2,670.00

Check Date: 6/10/2025

Invoice Details:

Invoice Number: 181232

Invoice Date: 5/22/2025

PO Number: P0017808

Voucher Number: V0888459

Document Type: AP Invoice

Document Below



From
Balloons by Tommy
945 N Edgewood Ave
Suite A
Wood Dale, IL 60191

To
Diana Lopez
425 Fawell Blvd
Glen Ellyn, IL

Invoice 181232
P.O. # P0017808
Issued May 22, 2025
Due Date August 1, 2025

ITEM	QUANTITY	PRICE	TOTAL
Centerpiece - Mini Glitter Centerpiece Base Colors: White Glitter Colors: Spring Green	30	\$14.00	\$420.00
Centerpiece - Mini Glitter Centerpiece Base Colors: Chrome Gold Glitter Colors: Spring Green	30	\$14.00	\$420.00
Centerpiece - Mini Glitter Centerpiece Base Colors: Chrome Silver Glitter Colors: Spring Green	30	\$14.00	\$420.00
Centerpiece - Mini Glitter Centerpiece Base Colors: Black Glitter Colors: Spring Green	30	\$14.00	\$420.00

Column - Skinny Column with Foil Topper Colors: Chrome Gold, Dark Green, White Foil: Gold Star	2	\$79.00	\$158.00
Column - Skinny Column with Foil Topper Colors: White Foil: White Star	2	\$79.00	\$158.00
Column - Skinny Column with Foil Topper Colors: Chrome Gold Foil: Gold Star	2	\$79.00	\$158.00
Column - Skinny Column with Foil Topper Colors: Chrome Silver Foil: Silver Star	2	\$79.00	\$158.00
Column - Skinny Column with Foil Topper Colors: Black Foil: Black Star	2	\$79.00	\$158.00
Delivery/Set Up of Indoor Décor Thank you for your order! ~ Shannon	1	\$200.00	\$200.00

****DELIVERY NOTES:** Diana or a representative will be onsite to direct delivery to the setup space.

Date: Tuesday, August 19th, 2025

Delivery Window: 9 am to 1 pm

Event Start time: Next morning

Location: College of DuPage Athletic Arena @ 425 Fawell Blvd. - Glen Ellyn, IL

On Site Contact Name & Cell Number: Diana 312-978-5851

*******Balloons By Tommy will not return to pick up the balloons or equipment unless client schedules a strike for an additional fee. Client agrees to properly dispose of balloons. *******

PLEASE READ THIS SECTION BEFORE SIGNING APPROVAL	1	\$0.00	\$0.00
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By approving/signing a quote, you agree that you understand and accept the following terms of placing an order with Balloons by Tommy:

Once your quote has been signed, payment is due 60 days after receipt of invoice and you are agreeing to provide a PO to book the order. Your time slot is then reserved for you, and supplies for your event are ordered. **You cannot change items, colors, or the delivery window once the quote is approved.** You may only add onto the order.

Orders canceled for ANY reason 30 days or more prior to your delivery date are eligible for a 100% credit of your invoice total for your next delivery on a different date that is within one year of the original delivery date, or a 50% refund can be issued to close out the order. New orders using a past credit are subject to date availability and order minimums for the new date.

Orders less than 30 days from the delivery date are not eligible for cancellation or postponement. **THIS MEANS NO REFUNDS, NO DATE CHANGES, NO TIME CHANGES.**

If you need a COI you must request one before signing the quote so it can be noted on the quote.
If you need additional paperwork please request that before signing the quote so it can be noted.
Additional fees may apply to paperwork or COI's requested after approval of the quote.

Subtotal:	\$2,670.00
Tax:	\$0.00
Total:	\$2,670.00

Balloons are, by nature, temporary items. Although Balloons by Tommy, LLC uses only the finest quality balloons, some balloons will occasionally deflate sooner than expected and may be adversely affected by numerous factors. Therefore, we cannot be held responsible for problems with the decor relating to inclement weather including wind, rain, sun exposure, high temperatures, air flow from ventilation systems, static electricity, rough handling, guest interference or other uncontrollable factors. To ensure decor looks fresh and incurs no breakage throughout the event, we recommend that guests do not physically touch the decor.

Once your event is booked, that time slot is reserved for you and supplies for your event are ordered. Orders canceled 30 days or more prior to your event are eligible for a credit for your next event equal to invoice total, however no refund will be given. Orders less than 30 days from the event are not eligible for cancellation. Refunds are not provided on any orders.

Shannon - Balloons by Tommy <shannon@balloonsbytommy.com>

[External] RE: College of DuPage - PO #P0017808

Shannon - Balloons by Tommy <shannon@balloonsbytommy.com> Mon, Jun 2, 2025 at 08:00 PM UTC

CC: Lopez, Diana <lopezd3143@cod.edu>

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Please find the invoice with PO number attached.

Thank you,



Shannon

Office Hours:
Monday through Friday
shannon@balloonsbytommy.com

balloonsbytommy.com



From: Fitzpatrick, Kellen <fitzpatrickk286@cod.edu>
Sent: Monday, June 2, 2025 8:41 AM
To: shannon@balloonsbytommy.com
Cc: Lopez, Diana <lopezd3143@cod.edu>
Subject: College of DuPage - PO #P0017808

Dear Vendor,

Attached is a College of DuPage (COD) Purchase Order for processing.

Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email.

Please work directly with them to ensure this order is processed accordingly.

SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

SUMMER HOURS: CLOSED FRIDAYS JUNE 6, 2025, THROUGH AUGUST 8, 2025.

WAREHOUSE HOURS FOR DELIVERIES: MONDAY-THURSDAY 7:00 A.M.-4:30 P.M. CST.

Shipping & Receiving Questions should be directed to the COD Warehouse at: 630-942-2550

INVOICE QUESTIONS (Procurement Services does not process payments)

Invoice Questions should be directed to the Accounts Payable department at acctpay@cod.edu or 630-942-2228

Please submit all invoices directly to our Accounts Payable Department. Invoices must be sent in ***P DF format*** to invoicing@cod.edu ***to ensure proper approval routing and expedited payments.***

Submission of Invoices Instructions

- Invoices must clearly indicate Purchase Order Number on the invoice.
- Invoices must be submitted electronically in PDF format only.
- One PDF per email allowed.
- **One invoice per e-mail is required.**

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Thank you!

Procurement Services

Purchasing@cod.edu

1 attachment

Diana Lopez Invoice for Aug 19th delivery.pdf