

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1783145

Vendor Name: Bella's Bouncies Inc

Check Details:

Check Number: E0109840

Check Amount: \$ 6,377.00

Check Date: 9/30/2025

Invoice Details:

Invoice Number: P0019605

Invoice Date: 9/29/2025

PO Number: P0019605

Voucher Number: V0905881

Document Type: AP Invoice

Document Below



99 Christopher Way
 Fox Lake, IL 60020
 Phone: 847-546-7000 email: reservations@bellasbouncies.com
 Fax: 847-239-7657 website: www.bellasbouncies.com

P0019605

Rental Date	10/04/2025 11:00am
Contact Person	Susana Juarez-Suarez
Company	College of DuPage
Event Address	425 Fawell Blvd
City, State, Zip	other: Glen Ellyn, IL, 60137
Phone	630-942-3370
Alt Phone	
Event Rental Time	10/04/2025 11:00am thru 10/04/2025 01:00pm
Location	College of DuPage
Order#	59940
Setup Surface	Concrete or Asphalt - must use sandbags to secure inflatable

Equipment Rented		
1.	24 Foot Rock Wall 11:00 am → 1:00 pm x1 Sat, Oct 4 11:00 am → 1:00 pm	\$1,250.00
2.	Meltdown 11:00 am → 1:00 pm x1 Sat, Oct 4 11:00 am → 1:00 pm	\$895.00
3.	Mechanical Bull 11:00 am → 1:00 pm x1 Sat, Oct 4 11:00 am → 1:00 pm	\$795.00
4.	Big Throwdown Double Axe and Dart Throw x1 Sat, Oct 4 11:00 am → 1:00 pm	\$425.00
5.	Cannonball Blaster x1 Sat, Oct 4 11:00 am → 1:00 pm	\$225.00
6.	First Down Football Inflatable Game x1 Sat, Oct 4 11:00 am → 1:00 pm	\$235.00
7.	40 ft Obstacle Course x1 Sat, Oct 4 11:00 am → 1:00 pm	\$450.00
8.	Certificate of Insurance x1 Sat, Oct 4 11:00 am → 1:00 pm	\$50.00
9.	Generator (with full tank of fuel) x2 Sat, Oct 4 11:00 am → 1:00 pm	\$300.00
10.	Toxic Meltdown Theme x1 Sat, Oct 4 11:00 am → 1:00 pm	
11.	No thanks - I have my own extra gas (NO OIL) x2 Sat, Oct 4 11:00 am → 1:00 pm	
12.	Generator Large (with full tank of fuel) x1 Sat, Oct 4 11:00 am → 1:00 pm	\$300.00
13.	No thanks - I have my own extra gas (NO OIL) x1 Sat, Oct 4 11:00 am → 1:00 pm	

SubTotal		\$4,925.00
Travel Fee	\$1,452.00	\$6,377.00
Tax Exempt	\$0.00	\$6,377.00
Total		\$6,377.00
Non-Refundable Deposit Required		\$0.00
Due		\$6,377.00

Customer Comments: Power Requirements: 9 electrical outlets, each on its own 20amp circuit, within 100ft of the inflatables. 24 Foot Rock Wall x 0, Meltdown x 2, Mechanical Bull x 2, Big Throwdown Double Axe and Dart Throw x 1, Cannonball Blaster x 2, First Down Football Inflatable Game x 1, 40 ft Obstacle Course x 1. Generators provided to power all attractions. Staff provided for 24 Foot Rock Wall, Meltdown, and Mechanical Bull. Client to provide supervision for all other items. We go through a rigorous inspection process by the State of IL to be approved for public events. You can get some information on our website at https://www.bellasbouncies.com/category/public_events/. We also have a link directly to their website on there. Delivery times are confirmed the day before your event. If you have specific time requirements, there would be additional charges for that. We have a variety of generators. We bring the appropriate one (s) to power the equipment we are setting up.

"Juarez Suarez, Susana" <juarezsuarezs@cod.edu>

FW: Invoice Payment

"Juarez Suarez, Susana" <juarezsuarezs@cod.edu>

Mon, Sep 29, 2025 at 07:24 PM UTC

CC: Sekerka, Joyce <sekerkaj@cod.edu>

BCC:

Good afternoon,

I am resending this invoice for an expedited payment. I spoke with Joyce Sekerka regarding the payment. Please let me know if I could provide anything to assist you. Thank you.

With Appreciation,

Susana E. JuarezSuarez

Office of Marketing & Communications

(630)942-3370

Remote Days: Monday & Friday

From: Juarez Suarez, Susana
Sent: Monday, September 29, 2025 7:24 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: Invoice Payment

Good morning Joyce,

Attached is the invoice that Bella's Bouncies submitted to me. They also sent me their ACH information. Please let me know if you require anything else. We ask you if you could please expedite this payment. Thank you.

With Appreciation,

Susana E. JuarezSuarez

Administrative Assistant - Office of Marketing & Creative Services

Hablo Español

(630)942-3370

Remote Days: Monday & Friday

College of DuPage, 425 Fawell Blvd. | IRC 1045 | Glen Ellyn, IL 60137

[Marketing and Communications Department Request Forms | College of DuPage](#)

2 attachments

image001.jpg

Invoice w PO_BellasBouncies100425.pdf

Purchase Order

Purchase Order #: P0019605

Order Total: 6,377.00 USD



Bella's Bouncies Inc

Check enclosed request - Needs payment sent to Bella's Bouncies Inc. 9/30/25 kc

Date: 09/26/2025
Transaction #: 4731935
Authorized By: Kevin Casey

Requested By: Susana Juarez Suarez
Requester Email: juarezsuarezs@cod.edu
Phone: 630-942-3370

Supplier Address:

Bella's Bouncies Inc
99 Christopher Way
Fox Lake, IL 60020
United States
Attn:
Phone:

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Susana Juarez Suarez
Phone: 630-942-2238

Bill To:

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments: Order No. 59940

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		24 Foot Rock Wall	Each	1	1,250.00 USD	1,250.00 USD
		Ship To Attn: Susana Juarez Suarez				
2		Meltdown	Each	1	895.00 USD	895.00 USD
		Ship To Attn: Susana Juarez Suarez				
3		Mechanical Bull	Each	1	795.00 USD	795.00 USD
		Ship To Attn: Susana Juarez Suarez				
4		Big Throwdown Double Axe And Dart Throw.	Each	1	425.00 USD	425.00 USD
		Ship To Attn: Susana Juarez Suarez				
5		Cannonball Blaster	Each	1	225.00 USD	225.00 USD
		Ship To Attn: Susana Juarez Suarez				
6		First Down Football.	Each	1	235.00 USD	235.00 USD
		Ship To Attn: Susana Juarez Suarez				
7		40 ft. Obstacle Course	Each	1	450.00 USD	450.00 USD
		Ship To Attn: Susana Juarez Suarez				
8		Certificate of Insurance Fee	Each	1	50.00 USD	50.00 USD
		Ship To Attn: Susana Juarez Suarez				
9		Generator	Sets	1	300.00 USD	300.00 USD
		Ship To Attn: Susana Juarez Suarez				
10		Travel Fee	Each	1	1,452.00 USD	1,452.00 USD

Ship To Attn: Susana Juarez Suarez					
11	Generator - Large	Each	1	300.00 USD	300.00 USD
Ship To Attn: Susana Juarez Suarez					

Subtotal: 6,377.00 USD
Tax: 0.00 USD
S & H: 0.00 USD
Order Total: 6,377.00 USD

General Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu with **only one PDF document per email**. For questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer weekly. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under a separate cover that outlines the set-up instructions, your log-in, and your temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once a month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by the College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, and 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics.
13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

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"Casey, Kevin" <caseyk650@cod.edu>

Check enclosed P0019605 - Susana Juarez Suarez - 9/30/25 kc

"Casey, Kevin" <caseyk650@cod.edu>

Tue, Sep 30, 2025 at 05:58 PM UTC

CC: Juarez Suarez, Susana <juarezsuarezs@cod.edu>, Mitchell, Barbara <mitchell@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Susana Juarez Suarez.

Kindly work directly with Susana as needed.

Thank you.

Kevin Casey

Buyer

College of DuPage

425 Fawell Boulevard, IRC 1001

Glen Ellyn, IL 60137-6599

T: (630) 942-2355

F: (630) 942.4201

caseyk650@cod.edu

2 attachments

image001.png

P0019605-2.pdf