

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1653114 **Vendor Name:** Clowning Around Entertainment, DBA A Celebration, Authority

Check Details:

Check Number: E0110457 **Check Amount:** \$ 5,460.75 **Check Date:** 11/11/2025

Invoice Details:

Invoice Number: 44591 **Invoice Date:** 10/10/2025 **PO Number:** NULL
Voucher Number: V0912817

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 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 \$10,000 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 \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 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.



Clowning Around Entertainment, Inc. Celebration Authority

220 South Shaddle Av., Mundelein, IL 60060

Phone: 847-566-3006 Fax: 847-566-1766

Website: www.celebrationauthority.com Email: events@celebrationauthority.com

College of DuPage

Jacqueline Rangel

Billing Address

425 Fawell Blvd.

Glen Ellyn, IL 60137

Phone: (630)942-2243

Email: rangelj7781@cod.edu

Shipping Address

425 Fawell Blvd.

SSC 1200

Glen Ellyn, IL 60137

Order No: 44591

Order Date: September 22, 2025

Written By: Becky Vivero

Verified On: September 22, 2025

Verified By: Becky Vivero

Start Date & Time: Tue, Sep 30, 2025 11:00 AM

End Date & Time: Tue, Sep 30, 2025 1:00 PM

Delivery Method: On Site

Surface: Indoor

On-Site Contact: Jacqueline

On-Site Cell Number: (779)902-3473

Client Supplies Power: 4 - 20 amp circuits

Staff On-Site: 2

Name	Qty	Total
Inflatable Double Pop a Shot	1	\$0.00
Package Price	1	\$2,475.00
Tax Exempt	1	\$0.00
Gas Surcharge	1	\$19.00
Hippo Chow Down	1	\$0.00
Double Shoot Out	1	\$0.00
Damage Protection Accepted	1	\$222.75

Order subtotal		\$2,716.75
Discount	0.00 %	\$0.00
Taxable Amount		\$0.00
Sales Tax	0.00 %	\$0.00
Delivery		\$0.00
Total		\$2,716.75
Amount Paid		\$0.00
Balance Due		\$2,716.75

Additional Notes:

Exact set up area TBA.

CA will provide two staff.

Client will provide volunteers.

Client will provide power; 4 - 20 amp circuits.

Equipment can not be loaded in/out through obstacles or stairs.

Client will provide parking. CA will invoice for any parking expenses incurred.

Signed Confirmation or School Contract due by September 26, 2025.

No Deposit Needed. Net 60.

Contract Agreement for Order # 44591

TERMS AND CONDITIONS

1. CLIENT MUST RETURN THIS SIGNED AGREEMENT, DEPOSIT IF INDICATED, AND DIRECTIONS TO THE SITE FROM THE NEAREST MAIN INTERSECTION WITHIN 7 DAYS OF CONTRACT RECEIPT, BUT BEFORE THE EVENT DATE, TO RESERVE EQUIPMENT AND ENTERTAINMENT. DEPOSITS ARE NON-REFUNDABLE OR TRANSFERABLE. CLIENT MAY PAY BALANCE ONLY VIA CORPORATE CHECK, CASH, CASHIER'S CHECK OR MONEY ORDER. ~~PERSONAL CHECKS MAY NOT BE USED FOR FINAL PAYMENTS.~~ BALANCE MUST BE PAID NO LESS THAN 10 BUSINESS DAYS PRIOR TO EVENT UNLESS CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY STATE DIFFERENTLY ON THIS AGREEMENT FORM. CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY RESERVES THE RIGHT, WITHOUT NOTICE, TO WITHHOLD SERVICES FOR NON-PAYMENT OF OUTSTANDING INVOICES OR BALANCE DUE. THIS CONTRACT IS NON-CANCELLABLE. THE BALANCE OF THIS FULL CONTRACT PRICE IS DUE AND PAYABLE TO CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY NOT LATER THAN TEN DAYS PRIOR TO DELIVERY OF EQUIPMENT AND/OR SERVICES TO BE RENDERED.
2. BY ACCEPTING DELIVERY OF ITEMS, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS SHOWN ON THIS CONTRACT.
3. CUSTOMER SHALL PROVIDE ADEQUATE AND LEGAL PARKING AND UNLOADING AREAS FOR PERFORMER(S) AND DELIVERY VEHICLE(S). CUSTOMER AGREES TO REIMBURSE CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY FOR ANY PARKING FEES INCURRED.
4. CUSTOMER ASSUMES FULL RESPONSIBILITY FOR ALL ITEMS, INCLUDING THEIR SAFE AND PROPER USE, OPERATION, MAINTENANCE AND RETURN TO CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY. CUSTOMER IS RESPONSIBLE FOR ALL LOSS, DAMAGE, OR REPAIR.
5. IN THE EVENT OF MECHANICAL FAILURE CUSTOMER WILL BE GIVEN EXTRA RUNNING TIME OR CREDIT FOR ACTUAL DOWN TIME.
6. CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY MAKES NO WARRANTIES OF MERCHANT ABILITY OR FITNESS FOR PARTICULAR PURPOSE, OR ANY WARRANTIES, EXPRESSED OR IMPLIED.
7. THIS CONTRACT FORMS THE SOLE AGREEMENT BETWEEN THE CUSTOMER AND ~~CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY~~ *each other BV 9/22/25*. THE CUSTOMER AGREES TO INDEMNIFY AND HOLD ~~CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY~~ *each other BV 9/22/25* HARMLESS FOR ANY CLAIMS FROM CUSTOMERS USE OR MISUSE, INCLUDING ANY THIRD PARTIES FOR LOSS, INJURY, AND DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE CUSTOMER'S NEGLIGENCE OR OPERATION INCLUDING LEGAL COSTS INCURRED IN DEFENSE OF SUCH CLAIMS.
8. OPERATORS SHOULD READ ALL WARNINGS AND INSTRUCTIONS (SAFETY INSTRUCTIONS).
9. RETAKING OF EQUIPMENT: IF CUSTOMER FAILS TO RETURN ALL RETURNED ITEMS UPON AGREED TIME, CUSTOMER AGREES TO PAY FOR ALL ADDITIONAL CHARGES. IF CUSTOMER REFUSES TO RETURN ITEMS, THE CUSTOMER AGREES THAT CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY AND ITS AGENTS MAY TAKE ALL ACTIONS REASONABLE NECESSARY TO RECOVER ITEMS WITHOUT PRIOR NOTICE OR LEGAL PROCESS.
10. CUSTOMER ACKNOWLEDGES THE POSSIBILITY OF INJURY AND WILL PROVIDE ADULT SUPERVISION AT ALL TIMES ACCORDING TO THE RULES GIVEN TO PARTY HOST/CLIENT PRIOR TO EVENT, WRITTEN INSTRUCTION, OR VERBAL.
11. ATTORNEY FEES: CUSTOMER AGREES TO PAY ALL REASONABLE ATTORNEY FEES AND COURT COSTS INCURRED BY CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY IN ENFORCING THESE TERMS AND CONDITIONS.
12. CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY, ITS OFFICERS, AGENTS, ASSIGNS, EMPLOYEES, CONTRACTORS, SUPPLIERS AND/OR VENDORS SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS OF DAMAGES, INCLUDING BUT NOT LIMITED TO PERSONAL INJURY AND/OR PROPERTY DAMAGE, OCCURRING TO CUSTOMERS OR ANY USING PARTY ARISING FROM THE USE OF THE EQUIPMENT. CUSTOMER AGREES TO INDEMNIFY AND HOLD HARMLESS ~~CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY, ITS OFFICERS, AGENTS, ASSIGNS, EMPLOYEES, CONTRACTORS, SUPPLIERS AND/OR VENDORS~~ *each other BV 9/22/25* FROM ANY AND ALL CLAIMS FOR DAMAGES TO PERSON OR TO PROPERTY AND CLAIMS FOR LOSS, DAMAGE AND/OR THEFT ARISING OUT OF THE USE OF THE EQUIPMENT, AND AT ITS/HIS/HER OWN EXPENSE TO DEFEND ANY SUIT OR ACTION BROUGHT AGAINST ~~CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY, ITS OFFICERS, AGENTS, ASSIGNS, EMPLOYEES, CONTRACTORS, SUPPLIERS AND/OR VENDORS~~ *Neither Party BV 9/22/25* FOUNDED UPON THE CLAIM OF SUCH DAMAGE OR LOSS OR THEFT.
13. CLIENT STATES AND AGREES THAT EVENT IS A CLOSED EVENT AND NOT OPEN TO THE PUBLIC UNLESS DOCUMENTED DIFFERENTLY ON CONTRACT.
14. CLIENT WILL COOPERATE AND ALLOW CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY TO REQUIRE ON SITE WAIVERS FROM PARTICIPANTS IF DETERMINED IT IS NEEDED BY CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY.
15. CLOWNING AROUND ENTERTAINMENT, INC. IS NOT LIABLE FOR INCLEMENT WEATHER. WE RESERVE THE RIGHT TO SHUT DOWN EQUIPMENT IF DEEMED UNSAFE, SUCH AS DURING RAIN, HIGH WINDS, LIGHTNING, AND/OR SNOW TO PROTECT EVERYONE PRESENT. IF STAFF IS NOT ON SITE, THE CLIENT MUST SHUT DOWN EQUIPMENT DURING THESE UNSAFE WEATHER CONDITIONS. NO REFUNDS OR CREDITS WILL BE ISSUED DUE TO WEATHER-RELATED SHUTDOWNS.
16. **DAMAGE WAIVER:** IF YOU PAY THE DAMAGE WAIVER CHARGE (DWC) AS SPECIFIED, SUBJECT TO THE LIMITATIONS AND EXCLUSIONS BELOW, CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY AGREES TO MODIFY THE TERMS OF THIS CONTRACT AND RELIEVE YOU OF LIABILITY FOR ACCIDENTAL DAMAGE TO THE ITEM(S) ON THIS CONTRACT, AND FOR LOSS DUE TO FIRE, COLLISION, WINDSTORM, UPSET, AND RIOT. WE EXCLUDE FROM THIS WAIVER, HOWEVER, ANY LOSS OR DAMAGE DUE TO THEFT, BURGLARY, MISUSE OR ABUSE, THEFT BY CONVERSION, INTENTIONAL DAMAGE, MYSTERIOUS DISAPPEARANCE OR ANY LOSS DUE TO YOUR FAILURE TO CARE FOR THE ITEM(S) AS A PRUDENT PERSON WOULD HIS/HER OWN PROPERTY. IN ADDITION, THIS WAIVER DOES NOT INCLUDE AND/OR COVER PERSONAL INJURY OR DEATH. IF ANY LOSS TENDS TO INDICATE A CRIME MAY HAVE BEEN COMMITTED, A FURTHER CONDITION OF THIS WAIVER IS THAT YOU MUST FILE A REPORT TO THE PROPER LAW ENFORCEMENT AUTHORITIES AND FURNISH US A COPY. IN ADDITION, IF YOU HAVE INSURANCE FOR THE LOSS OR DAMAGE, YOU SHALL EXERCISE, AND SHALL EMPOWER US TO EXERCISE, ALL YOUR RIGHTS TO OBTAIN RECOVERY UNDER INSURANCE, SHALL COOPERATE WITH CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY TO OBTAIN RECOVERY AND ALL INSURANCE PROCEEDS SHALL BE GIVEN OR ASSIGNED TO CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY. DAMAGE WAIVER CAN BE CANCELLED WITHIN 10 DAYS OF CONTRACT CREATED DATE FOR A FULL REFUND OF DAMAGE WAIVER.
17. **ALL CREDIT CARD TRANSACTIONS WILL HAVE A 3.90% FEE ADDED.**

Signed by:

SIGNED

Ellen Roberts

49066CF0BC3F425...

DATE

9/26/2025

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

check request

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

Wed, Oct 29, 2025 at 07:38 PM UTC

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 1114 | rangelj7781@cod.edu

1 attachment

Check Request CA 9.29.25 CS.pdf

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1653114 **Vendor Name:** Clowning Around Entertainment, DBA A Celebration, Authority

Check Details:

Check Number: E0110457 **Check Amount:** \$ 5,460.75 **Check Date:** 11/11/2025

Invoice Details:

Invoice Number: 44589 **Invoice Date:** 10/1/2025 **PO Number:** NULL
Voucher Number: V0912819

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 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.
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Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 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:

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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.



Clowning Around Entertainment, Inc. Celebration Authority

220 South Shaddle Av., Mundelein, IL 60060

Phone: 847-566-3006 Fax: 847-566-1766

Website: www.celebrationauthority.com Email: events@celebrationauthority.com

College of DuPage Jacqueline Rangel

Billing Address

425 Fawell Blvd.

Glen Ellyn, IL 60137

Phone: (630)942-2243**Email:** rangelj7781@cod.edu**Shipping Address**

425 Fawell Blvd.

SSC 1200

Glen Ellyn, IL 60137

Order No: 44589**Order Date:** September 19, 2025**Written By:** Becky Vivero**Verified On:** September 19, 2025**Verified By:** Becky Vivero**Start Date & Time:** Wed, Oct 1, 2025 11:00 AM**End Date & Time:** Wed, Oct 1, 2025 1:00 PM**Delivery Method:** On Site**Surface:** Indoor**On-Site Contact:** Jacqueline**On-Site Cell Number:** (779)902-3473**Client Supplies Power:** 1 - 20 amp circuit**Staff On-Site:** 2

Name	Qty	Total
Hi-Striker 11ft	1	\$0.00
Inflatable Double Pop a Shot	1	\$0.00
Carni Red Front	3	\$0.00
Fat Cat	1	\$0.00
Ring Toss	1	\$0.00
Bank Shot	1	\$0.00
Inferno Boulder Roller	1	\$0.00
Pinball Monkey	1	\$0.00
Stand A Bottle	1	\$0.00
Package Price	1	\$2,500.00
Tax Exempt	1	\$0.00
Gas Surcharge	1	\$19.00
Damage Protection Accepted	1	\$225.00

Order subtotal		\$2,744.00
Discount	0.00 %	\$0.00
Taxable Amount		\$0.00
Sales Tax	0.00 %	\$0.00
Delivery		\$0.00
Total		\$2,744.00
Amount Paid		\$0.00
Balance Due		\$2,744.00

Additional Notes:

Carnival Event.

CA will provide two staff.

Client will provide volunteers.

Client will provide power.

Client will provide four 6' tables.

Equipment can not be loaded in/out through obstacles or stairs.

Client will provide parking. CA will invoice for any parking expenses incurred.

Signed Confirmation or School Contract due by September 24, 2025.

No Deposit Needed. Net 60.

Contract Agreement for Order # 44589

TERMS AND CONDITIONS

1. CLIENT MUST RETURN THIS SIGNED AGREEMENT, DEPOSIT IF INDICATED, AND DIRECTIONS TO THE SITE FROM THE NEAREST MAIN INTERSECTION WITHIN 7 DAYS OF CONTRACT RECEIPT, BUT BEFORE THE EVENT DATE, TO RESERVE EQUIPMENT AND ENTERTAINMENT. DEPOSITS ARE NON-REFUNDABLE OR TRANSFERABLE. CLIENT MAY PAY BALANCE ONLY VIA CORPORATE CHECK, CASH, CASHIER'S CHECK OR MONEY ORDER. ~~PERSONAL CHECKS MAY NOT BE USED FOR FINAL PAYMENTS.~~ BALANCE MUST BE PAID NO LESS THAN 10 BUSINESS DAYS PRIOR TO EVENT UNLESS CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY STATE DIFFERENTLY ON THIS AGREEMENT FORM. CLOWNING AROUND ENTERTAINMENT, INC./ A CELEBRATION AUTHORITY RESERVES THE RIGHT, WITHOUT NOTICE, TO WITHHOLD SERVICES FOR NON-PAYMENT OF OUTSTANDING INVOICES OR BALANCE DUE. THIS CONTRACT IS NON-CANCELLABLE. THE BALANCE OF THIS FULL CONTRACT PRICE IS DUE AND PAYABLE TO CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY NOT LATER THAN TEN DAYS PRIOR TO DELIVERY OF EQUIPMENT AND/OR SERVICES TO BE RENDERED.
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17. **ALL CREDIT CARD TRANSACTIONS WILL HAVE A 3.90% FEE ADDED.**

Signed by:

SIGNED Ellen Roberts **DATE** 9/26/2025
49066CF0BC3F425...

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

check request

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

Wed, Oct 29, 2025 at 07:38 PM UTC

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 1114 | rangelj7781@cod.edu

1 attachment

Check Request CA 10.1.25 CS.pdf

**220 South Shaddle Avenue
Mundelein, IL 60060**

Date	Invoice #
10/1/2025	44589

College of DuPage
Attn: Jacqueline Rangel
425 Fawell Blvd.
Glen Ellyn, Illinois 60137

P.O. Number	Terms
	Net 60 Days

[illegible]

Total	\$2,744.00
Tax (0.0%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$2,744.00

Phone #	Fax #	E-Mail Address	Web Site
847/566-3006	847/566-1766	karen@celebrationauthority.com	www.celebrationauthority.com

Karen Kephart <Karen@celebrationauthority.com>

[External] Invoice 44589 from Clowning Around Entertainment, Inc.

Karen Kephart <Karen@celebrationauthority.com>

Mon, Oct 6, 2025 at 06:17 PM UTC

CC:

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.

Clowning Around Entertainment,
Inc.

Invoice Due:11/30/2025
44589

Amount Due: **\$2,744.00**

Hello :

I have attached your most current invoice. Please remit payment at your earliest convenience.

If you have any questions, please do not hesitate to contact me.

Thanks and have a great day!

Sincerely,

Karen Kephart
Office Manager
Clowning Around/Celebration Authority
220 S. Shaddle Avenue
Mundelein, Illinois 60060
Phone 847/566-3006
Fax 847/566-1766
Website: www.celebrationauthority.com



1 attachment

Inv_44589_from_Clowning_Around_Entertainment_Inc._13188.pdf