

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1627492

**Vendor Name:** B&B Holiday Decorating LLC

**Check Details:**

**Check Number:** 0344226

**Check Amount:** \$ 649.00

**Check Date:** 9/30/2025

**Invoice Details:**

**Invoice Number:** BANDB-BAL

**Invoice Date:** 6/11/2025

**PO Number:** NULL

**Voucher Number:** V0891198

**Document Type:** AP Invoice

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**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: \_\_\_\_\_ 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
<b>Total</b>			<b>\$</b>

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](mailto: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.

B&B Holiday Decorating, LLC

2048 Foster Avenue  
Wheeling, Illinois 60090  
847.825.1657  
christmas@bbservicesinc.com | www.bbholidaydecorating.com



RECIPIENT:

College of DuPage

425 Fawell Boulevard  
Glen Ellyn, Illinois 60137  
Phone: 6309422914

Quote #260	
Sent on	Mar 27, 2025
Total	\$2,198.00

Project summary

Installation and Takedown of 46x banners along Roosevelt Rd (29"x93") and 25x banners in Downtown Glen Ellyn (35"x 35") for summer art exhibit at College of DuPage.  
Installation by: May 12, 2025  
Takedown After: Sept. 21, 2025

Product/Service	Description
Banner Installation & Takedown (small)	
Banner Installation & Takedown (Large)	

A deposit of \$1,099.00 will be required to begin.

Total	\$2,198.00
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Please be advised that we are a weather-dependent company. Weather delays will push back scheduled work dates in the order they are booked. Weather may also affect the operation of the decorations in certain conditions. Any obstructions will be dealt with on a time and materials basis upon owner approval. Any other additions or changes will be handled on a time and materials basis at our regular pricing level. Final payment is due in full 60 days of receipt of invoice. A service charge of 1% per month (12% per annum) will be charged on all balances 30 days or more past due. Customer hereby authorizes B&B Holiday Decorating to install all materials on above property as provided herein. Both parties agree to defend, hold harmless and indemnify each other from and against all claims, liabilities to any third parties for injury, death or damage to person, property, trespass and other damages or loss arriving out of the installation or location of materials unless such damage or loss is a result of gross negligence of either party. Customer agrees to allow B&B Holiday Decorating the right to use images of their property for advertising purposes. All materials used are the property of B&B Holiday Decorating.

Signed by: Ellen Roberts  
Signature: \_\_\_\_\_  
Date: 4/1/2025

"Schoettle, Kari" <schoettlek@cod.edu>

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**B&B Holiday Decorating check request \$649**

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"Schoettle, Kari" <schoettlek@cod.edu>

Wed, Jun 11, 2025 at 08:44 PM UTC

CC:

BCC:

Please process. Thank you.

**Kari Schoettle**

Project Manager

McAninch Arts Center, College of DuPage

630-942-2914 | schoettlek@cod.edu

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**1 attachment**

Check Request Form BB install balance 649 ksmj.pdf