

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1726958 **Vendor Name:** Party Rentals, Inc.

Check Details:

Check Number: E0110852 **Check Amount:** \$ 8,349.94 **Check Date:** 12/2/2025

Invoice Details:

Invoice Number: 20948 **Invoice Date:** 10/29/2025 **PO Number:** P0020643
Voucher Number: V0915296

Document Type: AP Invoice

Document Below



EVENT CONTRACT

Invoice #20948

Sue Arreguin
phone: 630-669-4032
cell: 630-942-2005

Back of House / College of
Dupage

425 Fawell Blvd
Glen Ellyn, IL 60137
Event Rental Time:
10/29/2025 02:30pm

PO: P0020643

Service	Description	Qty	Unit Price	Price
1	Silver Oval Bread Basket (11"X8.5")	25	\$4.95	\$123.75
2	8QT Rectangular Roll Top Chafer	4	\$64.99	\$259.96
3	4QT Chrome Round Roll Top Chafer	2	\$39.95	\$79.90
4	6 Shelf Hot Box (Holds Sheet Pans Only)	6	\$39.95	\$239.70
5	Ice Caddy W/ Wheels (125 lb)	3	\$65.95	\$197.85
6	SERVING SPOON 8.75"	8	\$1.60	\$12.80
7	Black Waiter Tray Stand (31.5)	12	\$5.49	\$65.88
8	Oval Waiter Tray (22"x27")	24	\$4.95	\$118.80
9	Beverage Dispenser, Insulated (5 Gal)	2	\$32.00	\$64.00
10	Full Sheet Pan — 18" X 26" X 1"	12	\$4.95	\$59.40
11	B&B Plate 6 1/4"	1400	\$1.10	\$1,540.00
12	White Serving Bowl 8" - 58 oz	10	\$6.50	\$65.00
13	White Rice Bowl 3.5", 5oz	650	\$1.10	\$715.00

Service	Description	Qty	Unit Price	Price
14	ALL PURPOSE GOBLET GLASS, 10-1/2 OZ./ (RACKS OF 25)	15	\$26.00	\$390.00
15	Iced Beverage Glass (16oz) - Rack of 25	15	\$26.00	\$390.00
16	Salad Fork Bundle of 5	280	\$3.75	\$1,050.00
17	Dinner Fork Bundle of 5	130	\$3.75	\$487.50
18	Bouillon Spoon Bundle of 5	130	\$3.75	\$487.50

SubTotal	(\$6,347.04)	Total	\$8,349.94
Damage Waiver - Included	\$634.70 (\$6,981.74)	Initial Payment Required	\$4,174.97
		Due	\$8,349.94
Tax: yes%	\$0.00 (\$6,981.74)		
Delivery and Pickup	\$395.00 (\$7,376.74)		
Miscellaneous Fees:	\$973.20 (\$8,349.94)		
\$973.20 - Portering			
Service \$500, Tax			
\$473.20			

Details

Rental Date: 10/29/2025 02:30pm
Event End Date: 10/29/2025 08:00pm
Setup Surface:

Notes

Customer Comments:

"Arreguin, Sue" <arreguins40@cod.edu>

P0020643

"Arreguin, Sue" <arreguins40@cod.edu>

Mon, Dec 1, 2025 at 11:09 PM UTC

CC:

BCC:

Sugey G. Arreguín

Executive Assistant to the Vice President of Academic Affairs

___ | Office: (630) 942-2005 | Email: arreguins40@cod.edu

[College of DuPage](#) | 425 Fawell Blvd. | Glen Ellyn, IL 60137

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3 attachments

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20948_invoice_C.O.D_2025 P0020643.pdf

image001.png