

Information:

Drawer: Finance

Number: \*\*\*\* Other Redaction \*\*\*\*

Name: \*\*\*\* Other Redaction \*\*\*\*

Invoice Number: C910002

Invoice Date:

PO Number:

Check Number: 0270858

Check Amount: \$ 150.00

Check Date: 07/14/2020

Voucher Number: V0622918

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 16 08:38:44 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Attached Document  
-----

## Voucher Confirmation: V0622918

acctpay@cod.edu

Tue 5/19/2020 10:22 AM

Inbox

To: Burns, Paula &lt;burnsp@cod.edu&gt;;

Voucher Number V0622918

Voucher Status In Progress (Unfinished)

Requestor Name Mrs Paula M. Burns

Kris Fay

Digitally signed by Kris  
Fay  
Date: 2020.05.21  
09:33:42 -05'00'

Voucher Date 05/19/20

Due Date 05/19/20

Vendor ID and/or Name 1608091 Matthew J. Doherty

AP Type IM Invoices &lt; \$15,000

Voucher Total \$150.00

**AP VERIFIED****06/16/20 - MARIA ZERRUDO**

## ITEM 1

Item Description GRDSN Portfolio Night Judging

Quantity 1.000

Price \$150.0000

Extended Price \$150.00

GL Distribution 01-20-00423-5302001

## COMMENTS

WARNING: All line items on this document have  
been populated with default tax form  
information from the chosen vendor.

APPROVAL

DATE

NEXT APPROVALS



**College of DuPage**  
**Independent Contractor**  
**\* Agreement**

(Not to be used for contracts in excess of \$5,000.00)

\* After final approver signs the completed form, send to [invoicing@cod.edu](mailto:invoicing@cod.edu)

VENDOR NUMBER

1608091

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	20	00423	5302001	\$150.00

APPROVED - Supervisor, Purchasing

DATE

**PART I. Complete PRIOR to performance of contractual services.**

Name MATTHEW J DOHERTY

Tax I.D. #/S.S. #

(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM)

Phone Number

(847) 651 4905

(No college employee may be paid as an independent contractor.)

Street

2122A MAPLE AVE

City, State, Zip Code

EVANSTON IL 60201

Agrees to perform on

MAY 5, 2020

DATE (S)

the following services for the College of DuPage:

Portfolio Judging

**APPROVED**  
**EUGENE REFAKES**

**06/23/2020**

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 150.00 will be paid to the independent contractor upon completion of the services. The contractor understands that he/she is self-employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property, liability including auto related to the above mentioned services.

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

Kris Jay  
DEPARTMENT AUTHORIZED SIGNATOR

5.4.20  
DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.  
(Must Check One)

☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contractual agreement.

SIGNATURE OF INDEPENDENT CONTRACTOR

Matthew J Doherty

DATE

5 MAY 2020

**PART II. Complete AFTER performance of contractual services.**

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full.  
(Payment is to be made only after completion of the contractual service.)

Kris Jay  
COLLEGE AUTHORIZED SIGNATURE

DATE

5.20.20

COUNTER SIGNATOR (OPTIONAL)

DATE

\*See board policy, procedures and instructions on next page.  
(This agreement is VOID if amount exceeds \$5,000.00)



(EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

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From: acctpay@cod.edu  
Sent: Thu Jun 11 16:17:47 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Attached Document - Independent contractor forms  
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**From:** Burns, Paula  
**Sent:** Thursday, June 11, 2020 2:38 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Fw: Attached Document - Independent contractor forms  
**Importance:** High

Hello,

Please process.

Thank you.

Paula

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**From:** Burns, Paula  
**Sent:** Wednesday, June 10, 2020 8:01 AM  
**To:** Refakes, Eugene  
**Subject:** Fw: Attached Document - Independent contractor forms

Hello Eugene,

Would you be able to let me know what the status is on these requests?

Thank you.

Paula

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**From:** Burns, Paula  
**Sent:** Thursday, May 21, 2020 10:09 AM  
**To:** Refakes, Eugene  
**Subject:** Fw: Attached Document - Independent contractor forms

Hello Eugene,

Attached are two more Independent Contractor requests. Please let me know what is taking place with the three requests I have submitted.

This issue has been pending for three weeks.

Thank you.

Paula

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**From:** Burns, Paula  
**Sent:** Tuesday, May 19, 2020 7:48 AM  
**To:** Refakes, Eugene  
**Subject:** Fw: Attached Document - Independent contractor forms

Hello Eugene,

I now have two more requests I will send. I haven't heard anything from you.

I am going to process the voucher requests for the additional vendors, G. Blevins and M. Doherty. Once I have received signature from the dean, I will forward to you.

Thank you.

Paula

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**From:** Burns, Paula  
**Sent:** Friday, May 15, 2020 3:11 PM  
**To:** Refakes, Eugene  
**Subject:** Re: Attached Document

Hello Eugene,

I know you are inundated and I am sorry to add to your troubles. In addition to my original request for the Independent Contractor, I have two more I would like to submit. The Graphic Design Portfolio Night had three judges. I do not want to process the other two requests until I know they will be approved.

Please advise.

Thank you.

Paula

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**From:** Refakes, Eugene  
**Sent:** Thursday, May 14, 2020 9:23 AM  
**To:** Burns, Paula; Roberts, Ellen  
**Subject:** RE: Attached Document

Paula, we are working on this today. Sorry for the delay.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*

*Financial Affairs*  
*College of DuPage*  
Phone | (630)942-3263 | E-Mail | refakese@cod.edu

**From:** Burns, Paula <burnsp@cod.edu>  
**Sent:** Wednesday, May 13, 2020 11:50 AM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Cc:** Refakes, Eugene <refakese@cod.edu>  
**Subject:** Fw: Attached Document

Hello Ellen,

I originally submitted this request to A/P and received a response to send to Eugene Refakes for approval. I did so. I have not heard anything regarding this. Is it possible for someone to provide me with some information regarding this request. In light of our current situation, many processes take longer than usual and I would like to do my best to be sure this vendor is paid for their services.

I now have a second vendor submitting the same form.

Please advise.

Thank you.

Paula

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**From:** Burns, Paula  
**Sent:** Monday, May 11, 2020 12:04 PM  
**To:** Refakes, Eugene  
**Cc:** Roberts, Ellen  
**Subject:** Fw: Attached Document

Hello Eugene,

Does this request need to be resubmitted in another manner or is this okay the way it is?

Please advise.

Thank you.

Paula

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**From:** Burns, Paula  
**Sent:** Thursday, May 7, 2020 12:40 PM  
**To:** Refakes, Eugene  
**Cc:** Roberts, Ellen  
**Subject:** Fw: Attached Document

Hello Eugene,

Attached is an Independent Contractor form which I retrieved from the portal in order to pay an Independent Contractor for judging at the Graphic Design Portfolio night. I am being told A/P will not honor this. What steps



Contractor for judging at the Graphic Design Portfolio night. I am being told A/P will not honor this. What steps should I take to make sure this individual is paid for their service.

Thank you.

Paula

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**From:** Barrios, Isabel  
**Sent:** Thursday, May 7, 2020 12:23 PM  
**To:** Burns, Paula  
**Subject:** FW: Attached Document

Paula,  
You may want to check with Eugene on these IC forms. A/P has not been instructed to process any.

Thanks.

-----Original Message-----

**From:** Barrios, Isabel  
**Sent:** Thursday, May 7, 2020 11:28 AM  
**To:** Burns, Paula <burnsp@cod.edu>  
**Subject:** Attached Document

Paula,  
No IC form attached.

Please resend the entire package again to [invoicing@cod.edu](mailto:invoicing@cod.edu).

Thank you.