

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0723406

Vendor Name: Ms Beverly L. Ainsworth

Invoice Number: REFUNDS062320BAL

Invoice Date: 07/24/20

PO Number:

Check Number: 0271247

Check Amount: \$ 2.00

Check Date: 07/28/2020

Department ID: 11301

Reviewer Name:

Voucher Number: V0637611

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: zerrudom@cod.edu  
Sent: Fri Jul 24 12:52:31 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Attached Document  
-----

-----  
From: zerrudom@cod.edu  
Sent: Fri Jul 24 12:03:40 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Ticket Refunds  
-----

**From:** Sekerka, Joyce  
**Sent:** Thursday, July 23, 2020 4:23 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: Ticket Refunds  
**Importance:** High

Hi Marivic,

There were three individuals that were short paid last week per Ellen McGowan. The amounts are in the spreadsheet attached highlighted. We owe the amounts listed in the difference column for those individuals. Since these were already approved in full, can you please enter the adjustments so they will pay out next week? The GL code to use is listed below. Please let me know if you have any questions on these.

05-60-11301-4509033

Thanks,  
Joyce  
**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**From:** McGowan, Ellen  
**Sent:** Thursday, July 23, 2020 4:11 PM  
**To:** Sekerka, Joyce  
**Subject:** Ticket Refunds

**Subject:** Ticket Refunds

Hi Joyce,

Bobby Marek in Finance discovered there were three customers underpaid from the spreadsheet payments we did a few weeks ago.

- Ainsworth, Gade-Schera, and Anderson for the \$2, \$70, and \$4, respectively, were never paid those amounts at all. Maybe they slipped through the cracks in the AP vouchering process? I can't accrue them yet unless they have actually posted in FY21, so can you please follow up with AP to try and get those vouchered next week? Then, I can capture those in my accruals with the extract I get from Eugene's team next Thursday.

How would you like me to complete the payments? They will come out of 05-60-11301-4509033

Should I (a) do a check request so you can voucher early next week or (b) I voucher for you or (c) you voucher? Or what you think is best. The checks can go in the August run, but we need them vouchered so Bobby can finish the accrual.

Let me know what is best.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

GL #	Total Refund from GL
05-60-11101-2900005	1,140.00
01-30-12271-4509099	84.00
05-60-11601-4509099	727.25
05-60-11999-4509099	2,330.00
05-60-11701-4509099	1,396.70
05-60-11401-2900005	108.00
05-60-11301-4509033	306.00
<b>Total Check Refund</b>	<b>6091.95</b>





Event being refunded	Revenue Account #	Handling Fee to be refunded	Handling Fee Account #	Total Patron Refund for Event
BTE: Naperville	05-60-11101-2900005			91.5
BTE: Naperville	05-60-11101-2900005			63.0
BTE: Naperville	05-60-11101-2900005			64.0
BTE: Naperville	05-60-11101-2900005			64.0
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005	2.00	05-60-11301-4509033	42.0
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005			31.5
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005			63.0
BTE: Naperville	05-60-11101-2900005			63.0
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005			30.0
BTE: Naperville	05-60-11101-2900005			60.0
BTE: Naperville	05-60-11101-2900005			30.0
BTE: Naperville	05-60-11101-2900005			60.0
Clue:On Stage	01-30-12271-4509099			28.0
Clue:On Stage	01-30-12271-4509099	4.00	05-60-11301-4509033	32.0
Clue:On Stage	01-30-12271-4509099			28.0
Drum Tao	05-60-11601-4509099	2.00	05-60-11301-4509033	4.3
Drum Tao	05-60-11601-4509099	4.00	05-60-11301-4509033	85.0
Drum Tao	05-60-11601-4509099			144.0
Drum Tao	05-60-11601-4509099			67.5
Drum Tao	05-60-11601-4509099			81.0
Drum Tao	05-60-11601-4509099	4.00	05-60-11301-4509033	78.0
Drum Tao	05-60-11601-4509099			70.2
Drum Tao	05-60-11601-4509099			33.7
Drum Tao	05-60-11601-4509099			33.7
Drum Tao	05-60-11601-4509099			67.5
Drum Tao	05-60-11601-4509099			33.7
Drum Tao	05-60-11601-4509099			33.7
Drum Tao	05-60-11601-4509099	2.00	05-60-11301-4509033	6.7
Frida Kahlo Exhibit	05-60-11999-4509099	56.00	05-60-11301-4509033	560.0
Frida Kahlo Exhibit	05-60-11999-4509099	100.00	05-60-11301-4509033	950.0
Frida Kahlo Exhibit	05-60-11999-4509099	50.00	05-60-11301-4509033	450.0
Frida Kahlo Exhibit	05-60-11999-4509099	70.00	05-60-11301-4509033	630.0
Frida Kahlo Exhibit	05-60-11999-4509099	2.00	05-60-11301-4509033	18.0
NP: Frida	05-60-11701-4509099			37.0
NP: Frida	05-60-11701-4509099			74.0







NP: Frida	05-60-11701-4509099			74.0
NP: Frida	05-60-11701-4509099			37.0
NP: Frida	05-60-11701-4509099			37.0
NP: Frida	05-60-11701-4509099			90.0
NP: Frida	05-60-11701-4509099			74.0
NP: Frida	05-60-11701-4509099			74.0
NP: Frida	05-60-11701-4509099			74.0
NP: Frida	05-60-11701-4509099			74.0
NP: Frida	05-60-11701-4509099			36.7
NP: Frida	05-60-11701-4509099			74.0
NP: Frida	05-60-11701-4509099			78.4
NP: Frida	05-60-11701-4509099			392.0
NP: Frida	05-60-11701-4509099			74.0
NP: Frida	05-60-11701-4509099			74.0
NP Frida	05-60-11701-4509099			74.0
NP Frida	05-60-11701-4509099	2.00	05-60-11301-4509033	4.5
NP Frida	05-60-11701-4509099			20.0
Salt Creek Ballet	05-60-11401-2900005	4.00	05-60-11301-4509033	58.0
Salt Creek Ballet	05-60-11401-2900005	4.00	05-60-11301-4509033	58.0
		306.00		
			<b>Total Check Refund</b>	<b>6,091.9</b>





Event being refunded	Revenue Account #	Handling Fee to be refunded	Handling Fee Account #
Drum Tao	05-60-11601-4509099	2.00	05-60-11301-4509033
Clue:On Stage	01-30-12271-4509099		
Drum Tao	05-60-11601-4509099	4.00	05-60-11301-4509033
BTE: Naperville	05-60-11101-2900005		
Drum Tao	05-60-11601-4509099		
BTE: Naperville	05-60-11101-2900005		
BTE: Naperville	05-60-11101-2900005		
NP: Frida	05-60-11701-4509099		
NP: Frida	05-60-11701-4509099		
BTE: Naperville	05-60-11101-2900005		
BTE: Naperville	05-60-11101-2900005		
Frida Kahlo Exhibit	05-60-11999-4509099	70.00	05-60-11301-4509033
BTE: Naperville	05-60-11101-2900005		
Frida Kahlo Exhibit	05-60-11999-4509099	100.00	05-60-11301-4509033
NP: Frida	05-60-11701-4509099		
BTE: Naperville	05-60-11101-2900005	2.00	05-60-11301-4509033
NP Frida	05-60-11701-4509099		
Drum Tao	05-60-11601-4509099		
Drum Tao	05-60-11601-4509099		
Frida Kahlo Exhibit	05-60-11999-4509099	50.00	05-60-11301-4509033
BTE: Naperville	05-60-11101-2900005		
BTE: Naperville	05-60-11101-2900005		
Salt Creek Ballet	05-60-11401-2900005	4.00	05-60-11301-4509033
Drum Tao	05-60-11601-4509099	4.00	05-60-11301-4509033
NP Frida	05-60-11701-4509099	2.00	05-60-11301-4509033
BTE: Naperville	05-60-11101-2900005		
NP Frida	05-60-11701-4509099		
BTE: Naperville	05-60-11101-2900005		
Frida Kahlo Exhibit	05-60-11999-4509099	56.00	05-60-11301-4509033
NP: Frida	05-60-11701-4509099		
Drum Tao	05-60-11601-4509099	2.00	05-60-11301-4509033
NP: Frida	05-60-11701-4509099		
NP: Frida	05-60-11701-4509099		
BTE: Naperville	05-60-11101-2900005		
Frida Kahlo Exhibit	05-60-11999-4509099	2.00	05-60-11301-4509033
NP: Frida	05-60-11701-4509099		
NP: Frida	05-60-11701-4509099		
BTE: Naperville	05-60-11101-2900005		
Clue:On Stage	01-30-12271-4509099	4.00	05-60-11301-4509033
NP: Frida	05-60-11701-4509099		
Drum Tao	05-60-11601-4509099		
BTE: Naperville	05-60-11101-2900005		
Drum Tao	05-60-11601-4509099		
BTE: Naperville	05-60-11101-2900005		
BTE: Naperville	05-60-11101-2900005		
Clue:On Stage	01-30-12271-4509099		
NP: Frida	05-60-11701-4509099		
Drum Tao	05-60-11601-4509099		
NP: Frida	05-60-11701-4509099		
BTE: Naperville	05-60-11101-2900005		
Drum Tao	05-60-11601-4509099		

Total Patron Refund for Event	Vouchered	Difference
4.35	2.35	2.00
28.00	28.00	-
85.00	81.00	4.00
91.50	91.50	-
144.00	144.00	-
63.00	63.00	-
64.00	64.00	-
37.00	37.00	-
74.00	74.00	-
64.00	64.00	-
60.00	60.00	-
630.00	560.00	70.00
60.00	60.00	-
950.00	950.00	-
74.00	74.00	-
42.00	42.00	-
74.00	74.00	-
67.50	67.50	-
81.00	81.00	-
450.00	450.00	-
60.00	60.00	-
60.00	60.00	-
58.00	58.00	-
78.00	78.00	-
4.55	4.55	-
31.50	31.50	-
20.00	20.00	-
60.00	60.00	-
560.00	560.00	-
37.00	37.00	-
6.70	6.70	-
37.00	37.00	-
90.00	90.00	-
63.00	63.00	-
18.00	18.00	-
74.00	74.00	-
74.00	74.00	-
63.00	63.00	-
32.00	32.00	-
74.00	74.00	-
70.20	70.20	-
30.00	30.00	-
33.75	33.75	-
60.00	60.00	-
60.00	60.00	-
28.00	28.00	-
74.00	74.00	-
33.75	33.75	-
78.40	78.40	-
60.00	60.00	-
67.50	67.50	-







Salt Creek Ballet	05-60-11401-2900005	4.00	05-60-11301-4509033
BTE: Naperville	05-60-11101-2900005		
NP: Frida	05-60-11701-4509099		
NP: Frida	05-60-11701-4509099		
BTE: Naperville	05-60-11101-2900005		
BTE: Naperville	05-60-11101-2900005		
Drum Tao	05-60-11601-4509099		
Drum Tao	05-60-11601-4509099		
NP: Frida	05-60-11701-4509099		
NP: Frida	05-60-11701-4509099		

58.00	58.00	-
60.00	60.00	-
392.00	392.00	-
74.00	74.00	-
30.00	30.00	-
60.00	60.00	-
33.75	33.75	-
33.75	33.75	-
36.75	36.75	-
74.00	74.00	-
6,091.95	6,015.95	76.00