

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1609302

Vendor Name: Liz Gade-Schara

Invoice Number: REFUNDS062320BAL

Invoice Date: 07/24/20

PO Number:

Check Number: 0271249

Check Amount: \$ 70.00

Check Date: 07/28/2020

Department ID: 11301

Reviewer Name:

Voucher Number: V0637614

Redaction Type: None

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

Document Below

From: zerrudom@cod.edu
Sent: Fri Jul 24 12:53:04 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



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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

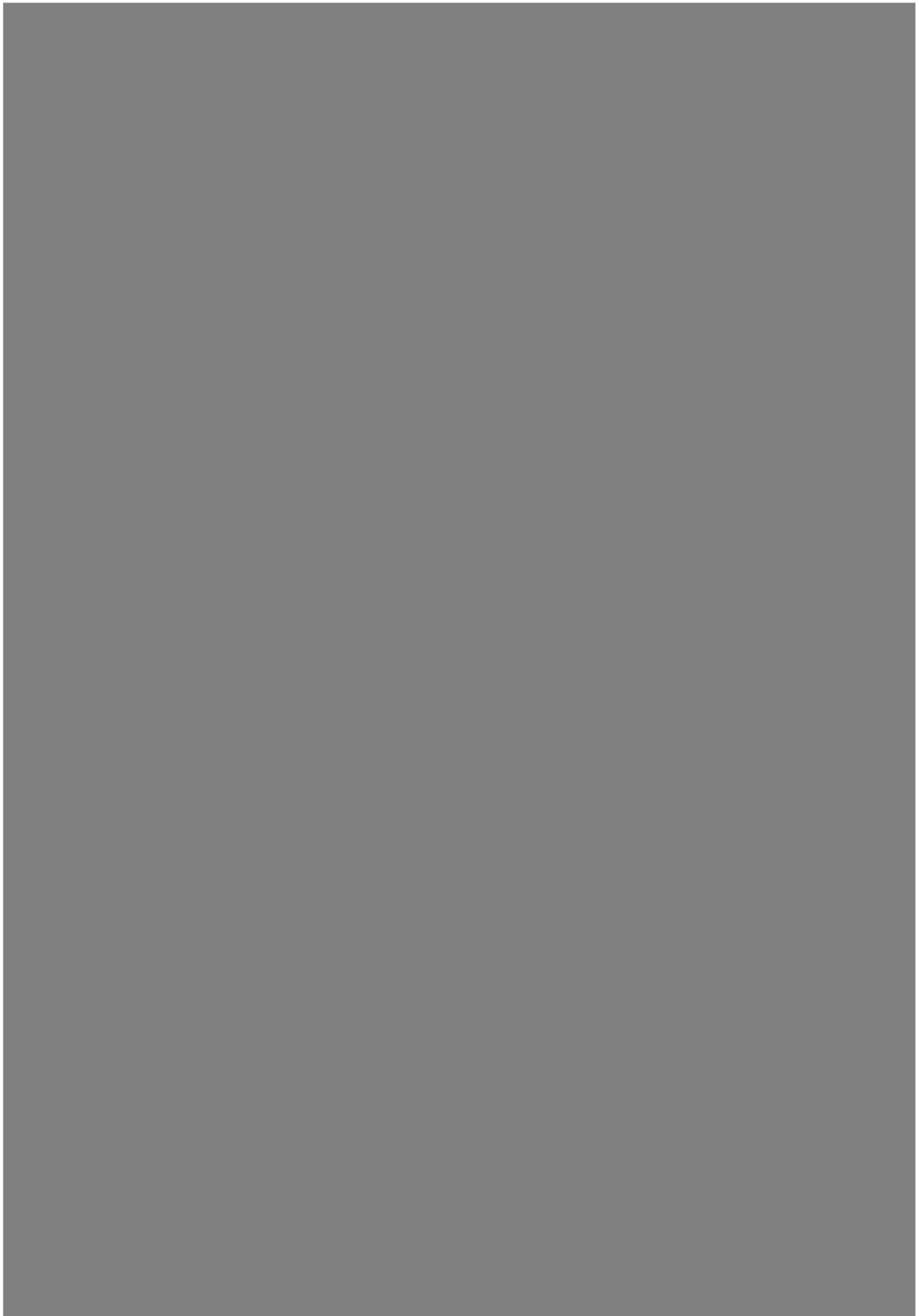
Should I (a) do a check request so you can voucher early next week or (b) I voucher for you or (c) you voucher? Or what you think is best. The checks can go in the August run, but we need them vouchered so Bobby can finish the accrual.

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 |
| | |
| Total Check Refund | 6091.95 |



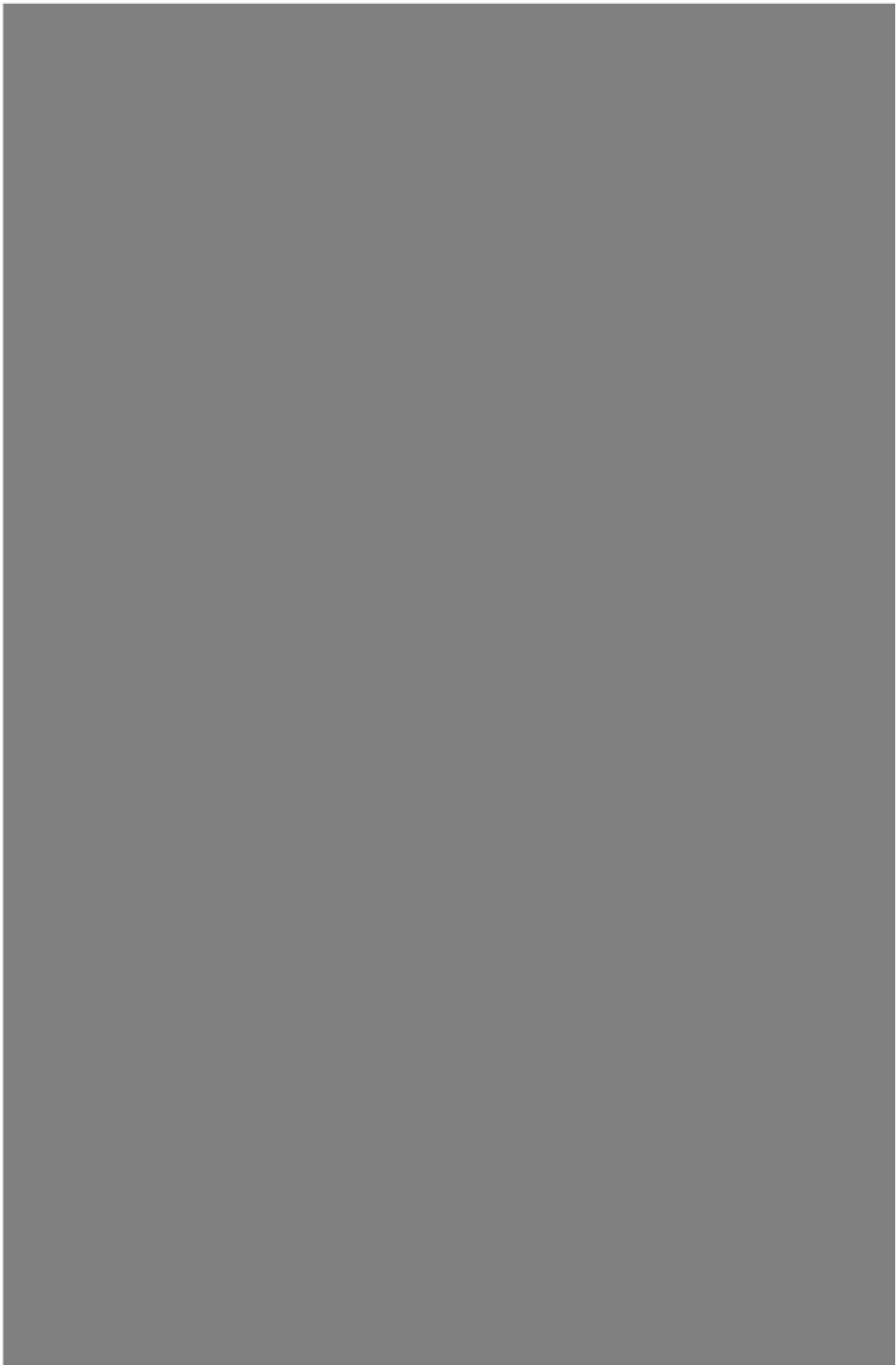


| Event being refunded | Revenue Account # | Handling Fee to be refunded | Handling Fee Account # | Total Patron Refund for Event |
|----------------------|---------------------|-----------------------------|------------------------|-------------------------------|
| BTE: Naperville | 05-60-11101-2900005 | | | 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 | | |
| | | | | |
| | | | Total Check Refund | 6,091.9 |





| 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 |