

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086528

Vendor Name: IMG Artists, LLC

Invoice Number: TR22-PIAFHOT

Invoice Date: 2/11/2022

PO Number:

Check Number: E0088692

Check Amount: \$ 750.00

Check Date: 03/15/2022

Voucher Number: V0733122

Document Type: AP Invoice

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: 02/11/22 Vendor ID: 1086528 Vendor Name: IMG Artists, LLC  
 Payee Address: 7 West 54th St New York, NY 10019 Payment Due Date: 02/25/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
TR22-PIAFHOT	05-60-11601-5309004	MAC Touring: Performing Arts Services	750.00
Total			\$ 750.00

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:

Hotel Buyout Piaf! The Show 02-11-22

Other Instructions:

ACH Payment.

Note for MAC: TR22\_PIAF 458 Artist Hotel

**All requests will require the following approvals:**

Requester: Molly J unokas Digitally signed by Molly J unokas  
Date: 2022.02.11 12:39:54 -06'00' Print Name: Molly J unokas  
 Budget Officer: Ellen McGowan Digitally signed by Ellen McGowan  
Date: 2022.02.14 16:41:57 -06'00' Print Name: Ellen McGowan

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.



## ENGAGEMENT AGREEMENT

### Agreement

This agreement, made on Wed 17 Mar 2021 by and between **College of DuPage McAninch Arts Center**, 425 Fawell Boulevard, Glen Ellyn, IL 60137, United States (hereinafter referred to as "Presenter") and **Directo Productions f/s/o Piaf! The Show**, 34 Avenue Saint Sylvestre, 06100 Nice, France (hereinafter referred to as "Artist"), hereby serves to bind both parties to the following terms of engagement as stated:

### Performance Details

Fri 11 Feb 2022	Evening TBD 7:30pm	College of DuPage McAninch Arts Center Belushi Performance Hall	One (1) performance with <del>twenty (20)</del> min intermission No intermission, if possible.
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### Programme

Piaf! The Show

### Fee and Expenses

Fee: ~~\$22,000.00~~ (Twenty-Two thousand USD) plus seven (7) single hotel rooms, local ground, rider, sound and lights. ~~\$15,000.00~~

### Payment Terms

Please issue a deposit of ~~\$3,300.00~~ (Three Thousand Three Hundred USD) sixty (60) days prior to engagement and send via ACH to IMG Artists, JP Morgan Chase, 2 Chase Manhattan Plaza, New York, NY 10081. Account 904-031144. ABA 021000021. Swift CHASUS33

Please issue the balance of ~~\$18,700.00~~ (Eighteen Thousand Seven Hundred USD) minus any applicable taxes immediately following the performance and send via ACH to ~~DIRECTO PRODUCTIONS~~ (wire information attached to contract) ~~IMG Artists~~

This Agreement is hereby duly signed and governed by the Terms and Conditions overleaf, which are expressly incorporated. Any attached schedules or riders form an integral part of this agreement.

DocuSigned by:  
*Ellen Roberts*  
49066CF0BC3F425...

**PRESENTER**

Date: 2/7/2022

*[Signature]*  
S.A.R.L. DIRECTO PRODUCTIONS  
34 avenue St Sylvestre  
06100 NICE  
FR-04932 0612 27  
SIRET : 490 937 770 00005 - APE : 9001Z  
F.A. INTRACOMMUNAUTAIRE FR2746027779

**ARTIST**

Date: 01/19/2022

"McGowan, Ellen" <mcgowan@cod.edu>

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**IMG Artists LLC 750.00 Check Request**

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"McGowan, Ellen" <mcgowan@cod.edu>

Mon, Feb 14, 2022 at 10:44 PM GMT

CC:

BCC:

Please process.

Ellen McGowan

Business Manager

McAninch Arts Center

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

P. 630-942-3009

F. 630-942-3002

[mcgowan@cod.edu](mailto:mcgowan@cod.edu)

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**1 attachment**

IMG Artists, LLC 750.00 Check Request 02-11-22 Piaf Hotel Buyout.pdf