

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087215
Vendor Name: League of Chicago Theatres
Invoice Number: 2021-22 DUES
Invoice Date: 3/3/2022
PO Number:
Check Number: E0088809
Check Amount: \$ 1,155.00
Check Date: 03/22/2022
Voucher Number: V0733248
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: 03/03/22 Vendor ID: 1087215 Vendor Name: League of Chicago Theatres
 Payee Address: 228 S. Wabash St., Ste 200 Chicago, IL 60604 Payment Due Date: 03/18/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
2021-22 DUES	05-60-11601-5406002	MAC Touring: Dues	1,155.00
Total			\$ 1,155.00

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:

Annual Dues 2021-22 McAninch Arts Center

Ellen McGowan to
pick up check on
04/15

Other Instructions:

Note for MAC: 02 Dues NONE

All requests will require the following approvals:

Requester: Molly J unokas Digitally signed by Molly J unokas
Date: 2022.03.04 11:25:37 -06'00' Print Name: Molly J unokas
 Budget Officer: Ellen McGowan Digitally signed by Ellen McGowan
Date: 2022.03.15 13:25:17 -05'00' 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

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.



2021 Membership Renewal

Early Bird Renewal Due: September 15, 2021
Renewal Due: October 1, 2021

It's time to renew your League membership for 2021. To renew:

- **Complete the form at LeagueofChicagoTheatres.org/Member-Renewal-Form/ and**
- **Submit your annual dues payment for your budget as described below.**

In order to take advantage of the early bird discount, please complete and submit the form with your dues before September 15, 2021. If you decide not to renew before the early bird date, your membership renewal and payment will be due on October 1, 2021.

Your membership dues are based on your current fiscal year budget. Your membership year begins October 1. Please complete the statistical information on the form based on your most recently completed fiscal year. Calculate the dues level based upon your current year budgeted income for your total operation.

If you have any questions or concerns about your membership or any of this information, please contact Kara Jackson, Membership Manager at kara@chicagoplays.com or 312-554-9802.



INVOICE

Early Bird Renewal Due September 15, 2021

Renewal Due October 1, 2021

(Based on FY2020 total annual income)

Please select your membership category:

CATEGORY	BUDGET	TOTAL DUES	EARLY BIRD DUES *
Standard	<input type="checkbox"/> \$1 - \$75,000	\$378.00	\$359.00
	<input type="checkbox"/> \$75,001 - \$150,000	\$525.00	\$498.00
	<input type="checkbox"/> \$150,001 - \$250,000	\$756.00	\$718.00
	<input checked="" type="checkbox"/> \$250,001 - \$750,000	\$1,155.00	\$1097.00
	<input type="checkbox"/> \$750,001 - \$1,000,000	\$1,701.00	\$1,616.00
	<input type="checkbox"/> \$1,000,001 - \$2,500,000	\$2,100.00	\$1,995.00
	<input type="checkbox"/> \$2,500,001 - \$5,000,000	\$2,362.50	\$2244.00
	<input type="checkbox"/> \$5,000,000 +	\$3150.00	\$2992.00
Emerging	<input type="checkbox"/> Under \$50,000	\$262.50	\$249.00
Seasonal	<input type="checkbox"/> \$1 - \$75,000	\$189.00	\$179.00
	<input type="checkbox"/> \$75,001 - \$150,000	\$262.50	\$249.00
	<input type="checkbox"/> \$150,001 - \$250,000	\$378.00	\$359.00
	<input type="checkbox"/> \$250,001 - \$750,000	\$577.50	\$548.00
	<input type="checkbox"/> \$750,001 - \$1,000,000	\$850.50	\$808.00
	<input type="checkbox"/> \$1,000,001 - \$2,500,000	\$1,050.00	\$997.00
	<input type="checkbox"/> \$2,500,001 - \$5,000,000	\$1,181.25	\$1122.00
	<input type="checkbox"/> \$5,000,000 +	\$1,575.00	\$1496.00

☒ I'd like to pay the full dues amount by check.

☐ I'd like to pay the full dues amount by credit card. (Call 312.554.9802 to submit payment)

Dues must be paid in full at the time of renewal. If you need to make other payment arrangements, please contact kara@chicagoplays.com.

To renew by check, please submit your payment to:
League of Chicago Theatres Membership Renewal
17 N. Wabash Ave. Suite 520
Chicago, IL 60602

Please make checks payable to "League of Chicago Theatres." If you would like to pay with credit card, please call Ben at 312-554-9802.

For FY22 Dues - Submitted Expenditures from FY20

Actuals Touring 11601

Ticket Sales FY20 (from myACCESS)	4509034	\$	949,958.64	
	4509027	\$	34,276.00	
		\$	984,234.64	gross revenue
	4509099	\$	88,865.70	less refunds
		\$	895,368.94	net revenue

Expenses FY20

	11601	\$	1,007,127.00	
		\$	343,500.00	less college contributions
		\$	663,627.00	total expenses

People Full Time FY20

Diana, Mandy, Molly, Janey, Ellen, Tom, Kat, Rob, Julie,
15 Jim, Joe, Ben, Elias, Sabrina, Fisher

People Part Time FY20

6 Kari, Bobby, Caitlyn, Elise, Karen, Janie O



Member Renewal Form

Thanks for submitting your membership renewal form!

To complete your renewal please submit payment by credit card at 312.554.9800 or submit a check to League of Chicago Theatres Membership Renewal, 17 N. Wabash, Suite 520, Chicago, IL 60602. Make checks payable to League of Chicago Theatres.



Member Renewal Form

Name of Organization *

McAninch Arts Center at College of DuPage

Mailing Address *

425 Fawell Blvd

Street Address

Address Line 2

Glen Ellyn

City

Illinois



State

60137

ZIP Code

Business Phone *

(630) 942-3009

Website URL

<https://www.atthemac.org/>

Primary Contact Name *

Janey

First

Sarther

Last

Primary Contact Email *

sarther@cod.edu

Personnel**Artistic Director Name**

Connie

First

Canaday Howard

Last

Artistic Director Email

canaday@cod.edu

Managing Director Name

Diana

First

Martinez

Last

Managing Director Email

`martinezd59@cod.edu`

Marketing Director Name

Janey

First

Sarther

Last

Marketing Director Email

`sarther@cod.edu`

Development Director Name

Janie

First

Oldfield

Last

Development Director Email

`oldfieldj@cod.edu`

Box Office Director Name

Julie

First

Elges

Last

Box Office Director Email

elgesj@cod.edu

Accounts Payable Name

Ellen

First

McGowan

Last

Accounts Payable Email

mcgowan@cod.edu

Who should receive our weekly Broadcast email?

Janey Sarther, Connie Canaday Howard, Diana Martinez

Financial Information

Number of Full Time Employees

15

Number of Part Time Employees

6

CAPTCHA



I'm not a robot

Submit

Recent Job Postings

Saint Sebastian Players' 10-Minute Play Festival 2022

Box Office/House Manager

Bartender

Ticketing Services Representative

Sound Designer/Sound Engineer

Front Of House Staff

Props Coordinator

[View All Jobs](#)

[Post A Job](#)

Recent Audition Postings

Elixir, A Rock Opera

The Shady Lady

Mamma Mia!

Zorro: The Musical, Camelot, White Christmas

Sex Tips for Straight Women from a Gay Man

Legally Blonde the Musical

Crowns, The Gospel Musical

[View All Auditions](#)

[Post An Audition](#)

League of Chicago Theatres 17 N. Wabash, Suite #520 Chicago, IL 60602 • 312-554-9800 •

info@chicagoplays.com | [Privacy Policy](#) | [Member Login](#)

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"Junokas, Molly" <junokasm@cod.edu>

Check Request - League of Chicago Theatres 2021-22 Dues MAC

"Junokas, Molly" <junokasm@cod.edu>

Tue, Mar 15, 2022 at 06:41 PM GMT

CC:

BCC:

Hello,

Please see attached for a check request for League of Chicago Theatres. This is the 2021-22 membership dues for the McAninch Arts Center.

Please note, we need to mail the check to a different address than what is on file. Ellen McGowan will pick up check on 04/15.

Thank you,

Molly Junokas

McAninch Arts Center, College of DuPage

630-942-3042 | junokasm@cod.edu

1 attachment

Signed Check Request 21-22 League of Chicago Theatres Annual Dues McAninch Arts Center.pdf