

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082065
Vendor Name: A.F.M. & E.P. Fund
Invoice Number: NP121722PEN
Invoice Date: 1/5/2023
PO Number:
Check Number: 0307078
Check Amount: \$ 960.69
Check Date: 01/18/2023
Voucher Number: V0767356
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: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

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.

NEW PHILHARMONIC**REGULAR UNION LISTING - NUTCRACKER PERFORMANCES DECEMBER 2022**

	NAME	UNION ACCOUNT	TAX ID	WAGES	DUES	PENSION
1	Bach, Melissa	56422		\$235.00	\$7.05	\$30.99
2	Ciorny, Andrew	55060		\$235.00	\$7.05	\$30.99
3	Claude, Irene	53972		\$235.00	\$7.05	\$30.99
4	Collopy, Stephane	56430		\$235.00	\$7.05	\$30.99
5	Dickelman, Karen	48575		\$235.00	\$7.05	\$30.99
6	Drapcho, Barbara	55904		\$235.00	\$7.05	\$30.99
7	Fagen, Emily	57349		\$235.00	\$7.05	\$30.99
8	Gauger, David	54534		\$235.00	\$7.05	\$30.99
9	Keenan, Sean	57338		\$235.00	\$7.05	\$30.99
10	Kim, Whun	56123		\$235.00	\$7.05	\$30.99
11	Krueger, Amy	57317		\$235.00	\$7.05	\$30.99
12	Kronenberg, Wiliam	53974		\$235.00	\$7.05	\$30.99
13	Langenberg, Claire	56091		\$235.00	\$7.05	\$30.99
14	Lee, Patricia	52778		\$235.00	\$7.05	\$30.99
15	LeJeune, Kristen	53454		\$235.00	\$7.05	\$30.99
16	Lietza, Andrew	57237		\$235.00	\$7.05	\$30.99
17	Meehan, Michael	56350		\$235.00	\$7.05	\$30.99
18	Miyata, Chikako	54894		\$235.00	\$7.05	\$30.99
19	Moore, Nancy	55490		\$235.00	\$7.05	\$30.99
20	Neher, Mary Jo	55685		\$235.00	\$7.05	\$30.99
21	Ponko, Debra	55221		\$235.00	\$7.05	\$30.99
22	Rosenkrans, John	56066		\$235.00	\$7.05	\$30.99
23	Ross, Paul	55192		\$235.00	\$7.05	\$30.99
24	Rump, Ryan	57484		\$235.00	\$7.05	\$30.99
25	Ryan, Dianne	52435		\$235.00	\$7.05	\$30.99
26	Sandstrom, Virginia	52348		\$235.00	\$7.05	\$30.99
27	Schulze, Robinson	57428		\$235.00	\$7.05	\$30.99
28	Semanic, Paul	53493		\$235.00	\$7.05	\$30.99
29	Stanley, Phil	54709		\$235.00	\$7.05	\$30.99
30	Stark, Tom	55156		\$235.00	\$7.05	\$30.99
31	Wiersum, Kristen	56280		\$235.00	\$7.05	\$30.99

contractor did not play

**Attendance Form – Nutcracker
New Phil – 2022**

	Violin I (6)	12/13	12/17	12/18
CM	Whun Kim	X	XX	XX
	Kristen Wiersum	X	XX	XX
	Debra Ponko	X	XX	XX
	Stephane Collopy	X	XX	XX
	Jo Marie Sison	X	XX	XX
	Miki Santibanez	X	XX	XX
	Violin II (4)			
P	Kristen LeJeune	X	XX	XX
	Chikako Miyata	X	XX	XX
	Jennifer Stedman	X	XX	XX
	Grace Yang	X	XX	XX
	Viola (3)			
P	Ryan Rump	x	XX	XX
	Sarah Tompkins	X	XX	XX
	Bill Kronenberg	X	XX	XX
	Cello (3)			
P	Claire Langenberg	X	XX	XX
	Melissa Bach	X	XX	XX
	Nancy Moore	X	XX	XX
	Bass (2)			
P	Michael Meehan	X	XX	XX
	John Rosenkrans	X	XX	XX
	Flute (3)			
P	Carolyn May	X	XX	XX
	Maria Schwartz	X	XX	XX
D	Irene Claude	X	XX	XX
	Oboe (2)			
P	Andrew Lietza	X	XX	XX
	Emily Fagen	X	XX	XX
	English Horn (1)			
	Melinda Getz	X	XX	XX
	Clarinet (3)			
P	Barbara Drapcho	X	XX	XX
	Mary Payne	X	XX	XX
	Lacy Garbar	X	XX	XX
	Bassoon(2)			
P	Dianne Ryan	X	XX	XX
	Eric Heidbreder	X	XX	XX
	Horn (4)			
P	Phil Stanley	X	XX	XX
	Amy Krueger	X	XX	XX
	Mary Jo Neher	X	XX	XX
	Virginia Sandstrom	X	XX	XX
	Trumpet(2)			
P	David Gauger	X	XX	XX

	Paul Semanic	X	XX	XX
	Trombone (3)			
P	Tom Stark	X	XX	XX
	Sean Keenan	X	XX	XX
	Robinson Schulze	X	XX	XX
	Tuba (1)			
P	Doug Zelinka	X	XX	XX
	Timpani(1)			
P	James Bond-Harris	X	XX	XX
	Percussion (2)			
P	Anderw Cierny	X	XX	XX
	Paul Ross	X	XX	XX
	Harp (1)			
P	Julie Spring	X	XX	XX
	Keyboard (1)			
P	Patricia Lee	X	XX	XX

***TOTAL SERVICES IN THIS CYCLE IS FIVE
One rehearsal and four concerts.***

Doublings:

Irene Claude- flute/piccolo

Cartage:

Julie Spring – harp cartage

Prepared by K. Dickelman 12/19/22

COMMUNITY SYMPHONY ORCHESTRA AGREEMENT

This agreement between the Chicago Federation of Musicians, Local 10-208 ("Union"), and

NEW PHILHARMONIC ORCHESTRA("Employer"), relates to musicians engaged by Employer on a concert-by-concert basis to complement and enhance the regular members of the orchestra ("Supplemental Musicians").

1. Each Supplement Musician will be compensated according to the applicable Union Wage Scale of eighty-five dollars (\$85.) for each performance and sixty-five dollars (\$65.) for each rehearsal for the performance. Payment for the concert and preceding rehearsal will be made within **15** days after the concert.
2. The Employer will adhere to all applicable Bylaws and work rules of the Chicago Federation of Musicians and the American Federation of Musicians of the United States and Canada.
3. The Employer's failure to comply with the terms of this Agreement will result in its termination effective upon written notice from the Union.
4. The Employer will deduct **3%** work dues from the wages payable under paragraph (1) above and remit them to the Chicago Federation of Musicians, by check made payable to the Chicago Federation of Musicians within **15** days of the performance.
5. The Employer will contribute to the American Federation of Musicians' and Employers' Pension Fund (the "Fund") in accordance with the contribution schedule of the Rehabilitation Plan adopted by the Board of Trustees of the Fund on April 15, 2010 (the "2010 Rehabilitation Plan"), which is incorporated herein. The EMPLOYER shall pay the Fund an amount equal to Thirteen and one hundred eighty-nine thousandths percent (13.189%) on behalf of each Supplemental Musician of wages paid under paragraph (1) above. The Employer agrees to comply with the terms and conditions of the Agreement and Declaration of Trust Establishing the American Federation of Musicians and Employers' Pension Fund (as it may be amended from time to time), which is incorporated by reference into this Agreement. All contributions shall be paid by check payable to the Fund and sent to the Chicago Federation of Musicians no later than fifteen days following the date of the performance for which contributions are made, along with a remittance form showing the Employer's name and address; the type of engagement; the engagement start and end date(s); and, for each musician for whom pension is paid, the musician's last name, first name and middle initial, social security number, wages paid, and pension contribution amount.
6. Recordings may be made only for archival or study purposes and only if the Employer executes a separate archival agreement provided by the Union. Any other recording or use of recorded material may be done only if it is in accordance with the terms and conditions of the applicable American Federation of Musicians agreement, which is expressly incorporated herein.

Revised 11/22/21
7. This Agreement shall commence on **JANUARY 1, 2022** and, is subject to the provisions of paragraph (3) above.

8. This agreement shall terminate on **DECEMBER 31, 2023**.

Community Symphony Name: **NEW PHILHARMONIC ORCHESTRA**

Address: **MC ANINCH ARTS CENTER 625 FAWELL BLVD. #201**

City: **GLEN ELLYN** State: **IL** Zip 60137

By:  Date: 12/14/2021
ELLEN ROBERTS, VP/FINANCE

Federal Not for Profit I.D. # 36-2594972

Chicago Federation of Musicians

By: _____ Date: _____
LEO MURPHY
Vice-President

P.S. Please be aware that a Standard Musical Services Contract and Pension/Work Dues report must be filed with Local 10-208 for all engagements using our members. Failure to do so, may result in the termination of your Community Symphony Orchestra Agreement.

Revised 11/22/21

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

AFM&EP Fund Inv NP121722PEN

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

Thu, Jan 5, 2023 at 04:26 PM UTC

CC:

BCC:

Good morning,

Please process the attached check request for AFM&EP Fund.

NOTE: this must be separate check. Ellen McGowan will pick up on 01/20.

Thank you,

Molly Junokas

McAninch Arts Center, College of DuPage

630-942-3042 | junokasm@cod.edu

1 attachment

AFM EP Pension NP Nutcracker 960.69 01-05-23 Check Req.pdf