

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082065
Vendor Name: A.F.M. & E.P. Fund
Invoice Number: NP123122PEN
Invoice Date: 1/5/2023
PO Number:
Check Number: 0307079
Check Amount: \$ 1,363.56
Check Date: 01/18/2023
Voucher Number: V0767359
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 PHILHARONIC - NEW YEAR'S EVE - UNION LIST 2022

	NAME	UNION #	TAX ID	WAGES	DUES	PENSION
1	David Bednarek	53332		\$235.00	\$7.05	\$30.99
2	Loren Brown	52821		\$235.00	\$7.05	\$30.99
3	Darren Castellanos	56797		\$235.00	\$7.05	\$30.99
4	Andrew Cierny	55060		\$235.00	\$7.05	\$30.99
5	Stephane Collopy	56430		\$235.00	\$7.05	\$30.99
6	Denise Connolly	53919		\$235.00	\$7.05	\$30.99
7	Dorothy Deen	54949		\$235.00	\$7.05	\$30.99
8	Karen Dickelman	48575		\$235.00	\$7.05	\$30.99
9	Wei Liu Denton	56984		\$235.00	\$7.05	\$30.99
10	William Denton	56928		\$235.00	\$7.05	\$30.99
11	Barbara Drapcho	55904		\$235.00	\$7.05	\$30.99
12	Tamara Glassburg	52066		\$235.00	\$7.05	\$30.99
13	Jeffrey Handley	52645		\$235.00	\$7.05	\$30.99
14	Ryan Hobbs	56674		\$235.00	\$7.05	\$30.99
15	Whun Kim	56123		\$235.00	\$7.05	\$30.99
16	William Kronenberg	53974		\$235.00	\$7.05	\$30.99
17	Patricia Lee	52778		\$235.00	\$7.05	\$30.99
18	Kristen LeJuene	53454		\$235.00	\$7.05	\$30.99
19	Michele Lekas	54363		\$235.00	\$7.05	\$30.99
20	Andrew Lietza	57237		\$235.00	\$7.05	\$30.99
21	Istvan Loga	56783		\$235.00	\$7.05	\$30.99
22	Pamela Lutter	52100		\$235.00	\$7.05	\$30.99
23	Michael Meehan	56350		\$235.00	\$7.05	\$30.99
24	Chikako Miyata	54894		\$235.00	\$7.05	\$30.99
25	Adam Moen	54839		\$235.00	\$7.05	\$30.99
26	Nancy Moore	55490		\$235.00	\$7.05	\$30.99
27	Anne Monson	52822		\$235.00	\$7.05	\$30.99
28	Ingrid Mullane	56397		\$235.00	\$7.05	\$30.99
29	Mary Jo Neher	55685		\$235.00	\$7.05	\$30.99
30	Trevor O'Riordan	56785		\$235.00	\$7.05	\$30.99
31	Lynette Pralle	50084		\$235.00	\$7.05	\$30.99
32	Julian Romane	54277		\$235.00	\$7.05	\$30.99
33	John Rosenkrans	56066		\$235.00	\$7.05	\$30.99
34	Dianne Ryan	52435		\$235.00	\$7.05	\$30.99
35	Ryan Rump	57484		\$235.00	\$7.05	\$30.99
36	James Sanders	52736		\$235.00	\$7.05	\$30.99
37	Kris Semanic	56588		\$235.00	\$7.05	\$30.99
38	Paul Semanic	53493		\$235.00	\$7.05	\$30.99
39	Phillip Serna	55608		\$235.00	\$7.05	\$30.99
40	Jennifer Silk	54128		\$235.00	\$7.05	\$30.99
41	Phil Stanley	54709		\$235.00	\$7.05	\$30.99
42	Tom Stark	55156		\$235.00	\$7.05	\$30.99
43	Michelle Wynton	54721		\$235.00	\$7.05	\$30.99
44	Richard Yeo	54530		\$235.00	\$7.05	\$30.99
				\$10,340.00	\$310.20	\$1,363.56

Attendance Form
New Phil – New Year's Eve 2022

	Violin I (9)	12/29	12/31	
CM	Michele Lekas	X	XXX	
	Whun Kim	X	XXX	
	Stephane Collopy	X	XXX	
	Pamela Lutter	X	XXX	
	Eloise Meloni	X	XXX	
	James Sanders	X	XXX	
	Tamara Glassburg	X	XXX	
	Michelle Wynton	X	XXX	
	Danielle Wetle	X	XXX	
	Violin II (7)			
P	Kristen LeJeune	X	XXX	
	Chikako Miyata	X	XXX	
	Grace Yang	X	XXX	
	Bill Kronenberg	X	XXX	
	Melissa Streidl	X	XXX	
	Rebecca Cambio	X	XXX	
	Kris Semanic	X	XXX	
	Viola (7)			
P	Ryan Rump	x	XXX	
	Emma Strobusch	X	XXX	
	Jennifer Silk	X	XXX	
	Istvan Loga	X	XXX	
	David Beytas	X	XXX	
	Denise Connolly	X	XXX	
	Karen Dickelman	X	XXX	
	Cello (8)			
P	Dorothy Deen	X	XXX	
	Wei Lu Denton	X	XXX	
	Richard Yeo	X	XXX	
	Nancy Moore	X	XXX	
	Anne Monson	X	XXX	
	Nelly Rocha	X	XXX	
	Loren Brown	X	XXX	
	David Bednarek	X	XXX	
	Bass (4)			
P	Mike Meehan	X	XXX	
D	Julian Romane	X	XXX	
	John Rosenkrans	X	XXX	
	Phillip Serna	X	XXX	
	Flute (2)			
P	Carolyn May	X	XXX	
D	Maria Schwartz	X	XXX	
	Oboe (2)			
P	Andrew Lietza	X	XXX	
D	Melinda Getz	X	XXX	
	Clarinet (2)			
P	Barb Drapcho	X	XXX	

D	Trevor O'Riordan	X	XXX	
	Bassoon(2)			
P	Dianne Ryan	X	XXX	
	Lynette Pralle	X	XXX	
	Horn (4)			
P	Phil Stanley	X	XXX	
	Thomas Vienna	X	XXX	
	Mary Jo Neher	X	XXX	
	Ingrid Mullane	X	XXX	
	Trumpet(3)			
P	William Denton	X	XXX	
	Ryan Hobbs	X	XXX	
	Paul Semanic	X	XXX	
	Trombone (3)			
P	Tom Stark	X	XXX	
	Adam Moen	X	XXX	
	Darren Castellanos	X	XXX	
	Tuba (1)			
P	Riley Lindsey	X	XXX	
	Timpani(1)			
P	James Bond-Harris	X	XXX	
	Percussion (3)			
PD	Andrew Cierny	X	XXX	
	Kent Barnhart	X	XXX	
	Jeff Handley	X	XXX	
	Harp (1)			
P	Nichole Young	X	XXX	
	Keyboard (1)			
P	Patricia Lee	X	XXX	

TOTAL SERVICES IN THIS CYCLE IS FOUR
One rehearsal and three concerts.

Doublings:

Maria Schwartz - flute/piccolo
Melinda Getz—oboe/English horn
Trevor O'Riordan – clarinet/bass clarinet
Julian Romane – bass/electric bass
Andy Cierny – percussion/drumset

Cartage:

Nichole Young – harp cartage

Notes:

Everyone for this cycle gets paid the same base rate with the exception of the Concertmaster.

Concert Memo showed 10 first violins. Matthew Cataldi ended up not playing and section was reduced to 9 players.

Prepared by K. Dickelman 12/31/22

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.

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Revised 11/22/21

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

AFM&EP Fund Inv NP123122PEN

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

Thu, Jan 5, 2023 at 04:53 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 NYE 1363.56 01-05-23 Check Req.pdf