

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085702
Vendor Name: Hot Club Productions, LLC,DBA Hot Club
Invoice Number: TR23-HOTCLUBHOSP
Invoice Date: 1/17/2023
PO Number:
Check Number: 0307192
Check Amount: \$ 225.00
Check Date: 01/18/2023
Voucher Number: V0768145
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.

HOT CLUB OF COWTOWN

2022-2023 – HOSPITALITY, MERCH & MISCELLEOUS

Buyout shall be paid to Hot Club Productions LLC in form of College Check or ACH Payment.

HOSPITALITY: MEALS AND BACKSTAGE/ GREEN ROOM ITEMS

Full buyout of \$225 flat. This covers ALL backstage hospitality for 3 people. This equates to \$135 hospitality + \$90 meal buyouts @ \$30/each. **NO HOT MEALS.** Also appreciate provision of an additional water pitcher (not bottled) and coffee/tea service for three.

MERCHANDISE

Provision of a LARGE, well-lit, table with a clean tablecloth near an electrical outlet AVAILABLE AT LOAD IN, usually by 4 PM

Provision of one volunteer or other person to sell/help band sell merchandise. *If a volunteer is not available* band will pay a **maximum \$50 flat seller fee.**

~~**NO SPLITS unless specifically agreed to when deal is made or during advance.**~~

Purchaser shall receive 20% of sales, per offer.

PHOTOGRAPHY & VIDEO

NO PHOTOS DURING SOUNDCHECK EVER. Photos during first 3 songs of show ONLY, unless band agrees to more. Likely we will, but please just check with us first. No filming unless agreed to in advance by the band during the Advance process.

LUPA THE MINI HUSKY

A petite, impeccably behaved white mini-husky (“Lupa”) will accompany band from load in to load out at most shows. She will be with the band at all times and even on stage. All relevant prescription paperwork (Elana’s) as well as health and vaccination records (Lupa’s) travel with the band and will be made available as needed or required.

PROMOTION, PUBLICITY & SOCIAL MEDIA

In order to avoid redundancy, buyers (not band) will create all social media advertisements, events, and listings. Band is happy to accept/share as co-hosts. Band will guarantee posting shows only on band’s website tour dates page.

From: [Hopper, Joe](#)
To: [McGowan, Ellen](#); [Junokas, Molly](#)
Subject: Hot Club of Cowtown Hospitality Buyout Missing
Date: Sunday, January 15, 2023 2:41:25 PM
Attachments: [image001.png](#)

Hi,

There was supposed to be a \$225.00 hospitality buyout for Hot Club of Cowtown. Can we get check cut and mailed to the following address?

Hot Club Productions, LLC
6403 Laird Drive
Austin, TX 78757

Sorry if I missed this. Thanks!

Best,

Joe Hopper

Production Manager
Rentals Manager

630-942-2913 office
630-942-3002 fax



College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

www.AtTheMac.org

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

Check Request Hot Club Productions LLC

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

Tue, Jan 17, 2023 at 06:17 PM UTC

CC:

BCC:

Hello,

Please process the attached check request for Hot Club Productions LLC. This is the hospitality buyout due to artist after their performance on 01/15/23.

Thank you,

Molly Junokas

McAninch Arts Center, College of DuPage

630-942-3042 | junokasm@cod.edu

1 attachment

Hot Club Productions LLC Inv TR23-HOTCLUBHOSP 225.00 Hot Club Hosp Buyout 01-15-23.pdf