

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1088696  
Vendor Name: Peoples Resource Center  
Invoice Number: MAC2023018  
Invoice Date: 12/7/2022  
PO Number:  
Check Number: E0092995  
Check Amount: \$ 16,946.15  
Check Date: 01/03/2023  
Voucher Number: V0766317  
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](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.

**People's Resource Center Gavin Coyle Rental**  
**Tuesday, December 6, 2022**

Revenue Settlement

Total Revenue	24,080.00				
Deposit	-				
Total Expenses	(7,133.85)				
MAC Expenses		6,422.50	-	6,422.50	Move to 05-60-11401-4600001 Revenue
Credit Card Fees		711.35		711.35	Move to 05-60-11301-4509033 Handling
Net Revenue to PRC	<b>16,946.15</b>			<b>7,133.85</b>	

For any rental event where the MAC sells tickets for the renter, such as PRC, we have accumulated the revenue in the MAC Rental liability account.

Once the rental is complete, we must give the revenue, less MAC invoiced expenses including credit card fees, to the renter.

# McAninch Arts Center

At College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

Phone 630.942.3009

Fax 630.790.9806

# INVOICE

INVOICE NO: MAC2023018

DATE: December 6, 2022

To: Debbie Dudek  
Peoples Resource Center  
201 S. Naperville Rd.  
Wheaton IL, 60187  
630.682.5402  
[ddudek@peoplesrc.org](mailto:ddudek@peoplesrc.org)

For: Gavin Coyle-A Celtic Christmas - 8pm

DATE	DESCRIPTION	AMOUNT
12/2/2022	<b>Gavin Coyle--Friday, December 2, 2022</b>	
	Facility Rental - Performance Hall - Non Profit Performance Rate 4:00 PM to 11:30 PM = 7.5 hrs @ \$ 1,800.00 per 8 hrs.	\$ 1,800.00
	Labor:	
	Production Manager 1 X \$ 35.00 per hr. X 7.5 hrs.	\$ 262.50
	Technicians 3 X \$ 30.00 per hr. X 7.5 hrs.	\$ 675.00
	Front-of-House Support \$ 800.00 Includes ushers and a least one usher manager - staffing needs determined by MAC based on ticket sales	\$ 800.00
	Custodial Services - 4 hours 2 X \$ 35.00 per hr. X 4 hrs.	\$ 280.00
	Equipment	
	8' Banquet Tables w/ Linens 2 X \$ 25.00 per table	\$ 50.00
	Ticket Office Services \$ 600.00	\$ 600.00
	Complete Ticketing Service Advance and day of sales Tikcets (unprinted) One Ticket Office Clerk per performance Additional Ticket Office Clerk for performance 1 X \$ 20.00 per hr. X 3 hrs	\$ 60.00
	Box Office Sales Report, Source Code Analysis and Zip Code Report	
	Ticket Printing 780 X \$ 0.25 per ticket	\$ 195.00
	Internet Ticketing \$ 100.00	\$ 100.00
	Marketing Services	
	Brochure Listings (Fall) \$ 1,600.00	\$ 1,600.00
	Credit Card Fees \$ 711.35	\$ 711.35
	<b>Total Expenses</b>	<b>\$ 7,133.85</b>
	Ticket Revenue \$ 24,080.00	\$ (24,080.00)
<b>Total Due to PRC</b>		<b>\$ (16,946.15)</b>

Your revenue payment will be processed to your bank by 01/20/23. If you have any questions concerning this invoice, please contact Ellen McGowan at 630.942.3009 or [mcgowan@cod.edu](mailto:mcgowan@cod.edu). **Thank you!**

## Single Event Audit - Gavin Coyle (RT23\_GCOYLE) on Friday, December 2, 2022 at 8:00 PM

Event: RT23\_GCOYLE - Gavin Coyle, Include Opens in Held Seats by Hold Code: No, Include Payment Summary: Yes, Include Today's Sales: Yes, Sales Channel / Agency Grouping: Sales Channel, Price / Buyer Grouping: Price / Buyer Type, Include Price Manifest: No, Subtract Black-Out Holds From Capacity: No

Sales by Sales Channel			Today			Cumulative		
			Comp	Sold	Amount	Comp	Sold	Amount
Sales Channel: Box Office								
A - A	ADULT - Adult	40.00	0	0	0.00	0	237	9,480.00
	COMP - Complimentary Ticket	0.00	0	0	0.00	11	0	0.00
			0	0	0.00	11	237	9,480.00
ADA - ADA	ADULT - Adult	40.00	0	0	0.00	0	10	400.00
	COMP - Complimentary Ticket	0.00	0	0	0.00	7	0	0.00
			0	0	0.00	7	10	400.00
B - B	ADULT - Adult	40.00	0	0	0.00	0	9	360.00
Totals for Box Office			0	0	0.00	18	256	10,240.00
Sales Channel: Internet								
A - A	ADULT - Adult	40.00	0	0	0.00	0	283	11,320.00
ADA - ADA	ADULT - Adult	40.00	0	0	0.00	0	5	200.00
B - B	ADULT - Adult	40.00	0	0	0.00	0	58	2,320.00
Totals for Internet			0	0	0.00	0	346	13,840.00
Report Totals			0	0	0.00	18	602	24,080.00

Average ticket price (Excl comps): 40.00 (Inc comps): 38.84
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### Buyer Type Summary

Buyer Type	Today			Cumulative		
	Comp	Sold	Amount	Comp	Sold	Amount
Adult	0	0	0.00	0	602	24,080.00
Complimentary Ticket	0	0	0.00	18	0	0.00
Report Totals	0	0	0.00	18	602	24,080.00

### Price Scale Summary

Price Scale	Capacity	Unsold	Today			Cumulative		
			Comp	Sold	Amount	Comp	Sold	Amount
A - A	603	72	0	0	0.00	11	520	20,800.00
ADA - ADA	35	13	0	0	0.00	7	15	600.00
B - B	142	75	0	0	0.00	0	67	2,680.00

**Single Event Audit - Gavin Coyle  
(RT23\_GCOYLE) on Friday, December 2, 2022 at 8:00 PM**

Report Totals	780	160	0	0	0.00	18	602	24,080.00
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**Payment Summary**

Code	Description	Amount	
AMEX	American Express	1,560.00	CC FEES 3%
CASH	Cash	240.00	\$23,711.50*.03 = \$711.35
CRDT	Account Credit	128.50	NET REVENUE
DISC	Discover	880.00	\$24,080.00 - \$711.35 = \$23,368.65
MSTR	Master Card	5,944.00	
VISA	Visa	15,327.50	
Report Totals		24,080.00	

**Held Seats by Hold Code, Price Scale**

	Total	Value
HOUSE - House Seats		
A - A	8	320.00
SOUND - Sound Board		
ADA - ADA	6	240.00
WHLCHR - Wheelchair		
ADA - ADA	6	240.00
<b>Total Held</b>	<b>20</b>	<b>800.00</b>

**Reserved Seats By Resv Code, Price Scale**

	Total	Value
COD - College of DuPage		
A - A	2	80.00
<b>Total Reserved</b>	<b>2</b>	<b>80.00</b>

**Single Event Audit - Gavin Coyle  
(RT23\_GCOYLE) on Friday, December 2, 2022 at 8:00 PM**

**Capacity Breakdown**

Price Scale	Sold	Comp	Sold/Comp	Available	Reserved	Held	Blacked Out	Blocked	Capacity
A - A	520	11	531	62	2	8	0	0	603
ADA - ADA	15	7	22	1	0	12	0	0	35
B - B	67	0	67	75	0	0	0	0	142
Event Totals	<b>602</b>	<b>18</b>	<b>620</b>	<b>138</b>	<b>2</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>780</b>
Percent Capacity	77.18	2.31	79.49	17.69	0.26	2.56	0.00	0.00	100.00

\*\*\* End of Report \*\*\*



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

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**Check Request - Peoples Resource Center**

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

Fri, Dec 9, 2022 at 04:53 PM UTC

CC:

BCC:

Good morning,

Please process the attached check request for Peoples Resource Center. This is revenue due after PRC's Gavin Coyle event on 12/02/22.

Thank you,

**Molly Junokas**

McAninch Arts Center, College of DuPage

630-942-3042 | [junokasm@cod.edu](mailto:junokasm@cod.edu)

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**1 attachment**

Peoples Resource Center Inv MAC2023018 16946.15 Gavin Coyle Rental Revenue Return 12-02-22.pdf