

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.,D/B/A Bu

Invoice Number: BTEREV010523

Invoice Date: 1/5/2023

PO Number:

Check Number: E0093237

Check Amount: \$ 9,468.19

Check Date: 01/18/2023

Voucher Number: V0767858

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
<b>Total</b>			<b>\$</b>

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.

<b>BTE REVENUE TRACKING</b>									<b>BTEREV010523</b>				
<b>FY23</b>									<b>Payment expected 01/20/23</b>				
	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	BO DEPOSIT DATE	BO DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	BO DEPOSIT	SESSION NO.
<b>ACH #6</b>					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%				
	10/20/2022	3,376.40	09/19/22-09/25/22	3,376.40		3,376.40	3,275.11		101.29			1	66106 FY23
	10/20/2022	3,153.60	10/03/22-10/09/22	3,153.60		3,153.60	3,058.99		94.61			2	66111 FY23
	11/10/2022	2,280.40	10/24/22-10/30/22	2,280.40		2,280.40	2,211.99		68.41			3	66376 FY23
	11/17/2022	635.50	11/07/22-11/13/22	635.50	635.50		-		-			4	66463 FY23
	11/30/2022	80.60	11/21/22-11/27/22	80.60	80.60		-		-			5	66607 FY23
	12/7/2022	206.00	11/28/22-12/04/22	206.00	206.00		-		-			6	66691 FY23
<b>Total Settlement 01/05/23</b>		9,732.50		9,732.50	922.10	8,810.40	8,546.09	-	264.31	9,468.19	9,732.50		
09/19/22 to 12/04/22				9,732.50							9,732.50		

05-60-11101-2900005  
Buffalo Theatre Ensemble

As of 01/05/23

Document	Date	Description	Amount	
'V0767314'	1/4/2023	Buffalo Theatre Ensemble Corp.	\$9,497.47	ACH 5
'J028606'	1/4/2023	Mv Rev to Ticket Handling	\$211.33	CC ACH 5
'A000049851'	12/31/2022	Summary for session 66970	(\$6,643.30)	
'A000049849'	12/31/2022	Summary for session 66945	(\$1,787.90)	
'A000049749'	12/14/2022	Summary for session 66782	(\$1,238.10)	
'A000049715'	12/12/2022	Summary for session 66748	(\$5,481.20)	
'A000049678'	12/7/2022	Summary for session 66691	(\$206.00)	6 ACH 6
'A000049637'	12/5/2022	Summary for session 66656	(\$10,683.50)	
'A000049603'	11/30/2022	Summary for session 66607	(\$80.60)	5 ACH 6
'A000049542'	11/23/2022	Summary for session 66530	(\$7,456.00)	
'A000049492'	11/18/2022	Summary for session 66468	(\$4,312.20)	
'A000049489'	11/17/2022	Summary for session 66463	(\$635.50)	4 ACH 6
'A000049413'	11/10/2022	Summary for session 66376	(\$2,280.40)	3 ACH 6
'A000049377'	11/4/2022	Summary for session 66325	(\$1,304.10)	
'V0763659'	11/3/2022	Buffalo Theatre Ensemble Corp.	\$9,299.68	ACH 4
'J028406'	10/31/2022	Mv BTE Rev to MAC Op Tick Hand	\$287.62	CC ACH 4
'J028405'	10/31/2022	Mv Rev to Mac Oper Ticket Hand	\$96.40	CC ACH 3
'A000049325'	10/31/2022	Summary for session 66289	(\$1,170.00)	8 ACH 5
'A000049319'	10/31/2022	Summary for session 66255	(\$61.50)	5 ACH 5
'A000049294'	10/28/2022	Summary for session 66227	(\$611.80)	7 ACH 5
'A000049290'	10/27/2022	Summary for session 66216	(\$562.00)	6 ACH 5
'V0762214'	10/26/2022	Buffalo Theatre Ensemble Corp.	\$3,196.40	ACH 3
'J028344'	10/24/2022	Mv Rev-liab to tic handling	\$808.76	CC FY20
'J028341'	10/24/2022	Rcl 3/21-5/15 BTE Handling Rev	\$295.42	CC ACH 1
'J028335'	10/21/2022	Mv BTE Liab to Tic handling	\$195.61	CC ACH 2
'A000049217'	10/20/2022	Summary for session 66111	(\$3,153.60)	2 ACH 6
'A000049214'	10/20/2022	Summary for session 66106	(\$3,376.40)	1 ACH 6
'V0761549'	10/19/2022	Buffalo Theatre Ensemble Corp.	(\$6,544.69)	AP Error Reversed
'V0761550'	10/18/2022	Buffalo Theatre Ensemble Corp.	\$6,544.69	AP Error
'V0761549'	10/18/2022	Buffalo Theatre Ensemble Corp.	\$6,544.69	ACH 2
'A000049140'	10/13/2022	Summary for session 66015	(\$6,169.30)	4 A & B ACH 5
'A000049138'	10/12/2022	Summary for session 66003	(\$4,157.00)	2 ACH 4
'A000049116'	10/11/2022	Summary for session 65978	(\$612.20)	3 ACH 5
'A000049010'	9/29/2022	Summary for session 65838	(\$366.00)	2 ACH 5
'A000048971'	9/26/2022	Summary for session 65791	(\$156.00)	1 ACH 5
'A000048930'	9/22/2022	Summary for session 65752	(\$5,430.30)	2 ACH 4
'V0752822'	9/16/2022	Buffalo Theatre Ensemble Corp.	\$7,709.44	FY20
'A000048862'	9/15/2022	Summary for session 65671	(\$2,085.80)	3, 4A ACH 3
'A000048782'	9/7/2022	Summary for session 65569	(\$1,207.00)	1 A & B ACH 3
'A000048732'	8/31/2022	Summary for session 65534	(\$900.00)	4 A & B ACH 2
'A000048731'	8/31/2022	Summary for session 65530	(\$2,464.50)	3 ACH 2
'A000048695'	8/29/2022	Summary for session 65465	(\$80.00)	2 ACH 2
'A000048631'	8/23/2022	Summary for session 65390	(\$3,295.80)	1 ACH 2
'V0750099'	8/19/2022	Buffalo Theatre Ensemble Corp.	\$27,306.19	ACH 1
'A000048564'	8/16/2022	Summary for session 65300	(\$72.00)	
'A000048563'	8/16/2022	Summary for session 65298	(\$120.00)	
'A000048529'	8/15/2022	Summary for session 65274	(\$5,380.00)	
'A000048532'	8/11/2022	Summary for session 65249	(\$2,286.40)	
'A000048479'	8/9/2022	Summary for session 65212	(\$922.24)	
'A000048415'	7/31/2022	Summary for session 65136	(\$112.00)	
'A000048252'	7/14/2022	Summary for session 64933	(\$64.00)	
'A000048221'	7/13/2022	Summary for session 64910	(\$904.90)	
'*YE-OB*'	7/1/2022	Opening Balance	(\$58,631.28)	

"McGowan, Ellen" <mcgowan@cod.edu>

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**BTE REV 01-05-23 Check Req**

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"McGowan, Ellen" <mcgowan@cod.edu>

Fri, Jan 13, 2023 at 04:17 PM UTC

CC:

BCC:

Please process for 1/20/23 ACH. Thank you.

Ellen McGowan

Business Manager

McAninch Arts Center

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

Office 630-942-3009

Cell 630-205-3627

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**1 attachment**

BTE Revenue Return 01-05-23 9468.19 w Docs FY23 Check Request Form Final.pdf