

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1605390
Vendor Name: IRON LIGHT
Invoice Number: CCMAVID-WARHOL
Invoice Date: 3/23/2023
PO Number:
Check Number: 0311060
Check Amount: \$ 7,250.00
Check Date: 04/11/2023
Voucher Number: V0780384
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: 03/23/2023 Vendor ID: 1605390 Vendor Name: Iron Light
 Payee Address: 300 S. Riverside Plaza, Ste 1625 Chicago, IL, 60606 Payment Due Date: 03/24/2023

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
CCMAVID-WARHLOBBY1	05-60-11998-5309004	Summer Exhibition Performing Arts Services	7,250.00
Total			\$ 7,250.00

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:

Deposit for Warhol Lobby Area Video

Other Instructions:

486 Videographer CCMA_WARHLOBBY

All requests will require the following approvals:

Requester: Kari Schoettle Digitally signed by Kari Schoettle
Date: 2023.03.23 10:20:28 -05'00' Print Name: Kari Schoettle
 Budget Officer: Ellen McGowan Digitally signed by Ellen McGowan
Date: 2023.03.23 11:09:20 -05'00' Print Name: Ellen McGowan

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): Diana Martinez Print Name: Diana Martinez

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.

Iron Light Inc.
300 S Riverside Plaza, Suite 1625
Chicago, Illinois 60606
United States
404.369.3969



Diana Martinez
College of Dupage
425 Fawell Blvd
Glen Ellyn 60137 US

Proposal Number 0000046
Proposal Date 02/22/2023
Reference COD_2023_01_Warhol
_Hype

College of Dupage: Andy Warhol Hype Video

Create video to be played at exhibit focused on the continued importance of Andy Warhol featuring a group of interviews with contemporary artists, curators and designers talking about him and his work interspersed with archival images and photos of Warhol. Client will provide the list of interviewees.

Scope of Work

- Creative Development & Storyboarding
- Production: (TBD depending on location of interviewees)
- Edit
- VO Record
- Stock music selection & final mix
- Final delivery for exhibit & web

Deliverables:

- 1 x 6-8min for exhibit event & web

Pricing

Description	Rate	Qty	Line Total
Creative Development & Scripting	\$2,500.00	1	\$2,500.00
Production (in kind)	\$0.00	1	\$0.00
Edit	\$10,000.00	1	\$10,000.00
VO Record	\$500.00	1	\$500.00
Stock Music & Final Audio Mix	\$1,500.00	1	\$1,500.00

Subtotal 14,500.00

Tax 0.00

Proposal Total (USD) \$14,500.00

Payment Terms

First 50% of total amount due upon signing; final 50% due upon final delivery.

Terms

This Agreement, together with the MSA document attached, constitutes the entire Agreement between Consultant and the Client regarding this Project. Any changes or modifications thereto must be in writing and signed by both parties. This Agreement will commence upon signing and will remain effective upon signing and through 12/31/2023

DocuSigned by:

Ellen Roberts

49066CF0BC3F425..

~~Diana Martinez~~, College of Dupage

Ellen Roberts

3/22/2023

"Schoettle, Kari" <schoettlek@cod.edu>

Iron Light check request

"Schoettle, Kari" <schoettlek@cod.edu>

Thu, Mar 23, 2023 at 04:39 PM UTC

CC:

BCC:

Please process. Thank you.

Kari Schoettle

Project Manager

McAninch Arts Center, College of DuPage

630-942-2914 | schoettlek@cod.edu

1 attachment

Check Request Form Iron Light \$7250 and doc dm.pdf