

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1484699  
Vendor Name: Buffalo Theatre Ensemble Corp.,D/B/A Bu  
Invoice Number: BTEREV050823  
Invoice Date: 5/16/2023  
PO Number:  
Check Number: E0095308  
Check Amount: \$ 8,557.28  
Check Date: 05/24/2023  
Voucher Number: V0785969  
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>BTEREV050823</b>				
<b>FY23</b>										<b>Payment expected 05/26/23</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 #15</b>					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%					
	6/3/2022	617.00	05/16/22-05/22/22	617.00	617.00		-		-			1	64452	FY23/FY22
	6/14/2022	6,769.50	05/16/22-05/22/22	6,769.50		6,603.90	6,405.78	165.60	198.12			2	64569	FY23/FY22
	6/16/2022	288.30	06/06/22-06-12-22	288.30	256.80		-	31.50	-			3	64608	FY23/FY22
	6/22/2022	574.50	05/23/22-05/29/22	574.50	524.50		-	50.00	-			4	64678	FY23/FY22
	6/30/2022	96.10	06/13/22-06/19/22	96.10	96.10		-		-			5	64783	FY22
	4/13/2023	410.00	04/03/23-04/09/23	410.00	410.00		-		-			6	68327	FY23
<b>Total Settlement 05/08/23</b>		8,755.40		8,755.40	1,904.40	6,603.90	6,405.78	247.10	198.12	8,557.28	8,755.40			
05/16/22 to 04/09/23				8,755.40							8,755.40			

**05-60-11101-2900005**  
**Buffalo Theatre Ensemble**

As of 05/08/23

Document	Date	Description	Amount	
'J027736'	6/30/2022	Mv BTE Llab to Handling Rev	\$465.38	CC ACH 2
'A000048107'	6/30/2022	Summary for session 64783	(\$96.10)	5 ACH 15
'A000048097'	6/29/2022	Summary for session 64759	(\$1,911.54)	
'A000048046'	6/23/2022	Summary for session 64700	(\$12,254.53)	
'A000048027'	6/22/2022	Summary for session 64678	(\$574.50)	4 ACH 15
'A000047983'	6/16/2022	Summary for session 64608	(\$288.30)	3 ACH 15
'A000047943'	6/14/2022	Summary for session 64569	(\$6,769.50)	2 ACH 15
'A000047848'	6/3/2022	Summary for session 64452	(\$617.00)	1 ACH 15
'A000047824'	5/31/2022	Summary for session 64433	(\$1,637.00)	11 ACH 2
'A000047806'	5/31/2022	Summary for session 64389	(\$189.00)	10 A, B ACH 2
'A000047788'	5/31/2022	Summary for session 64371	(\$6,636.20)	9 ACH 2
'A000047736'	5/24/2022	Summary for session 64312	(\$5,086.90)	8 ACH 2
'A000047686'	5/19/2022	Summary for session 64256	(\$10,498.00)	7 ACH 2
'A000047611'	5/12/2022	Summary for session 64163	(\$2,372.00)	6 ACH 2
'A000047504'	4/30/2022	Summary for session 64023	(\$21.00)	5 ACH 2
'A000047484'	4/30/2022	Summary for session 64002	(\$892.00)	4 ACH 2
'A000047468'	4/28/2022	Summary for session 63973	(\$467.00)	3 ACH 2
'A000047317'	4/14/2022	Summary for session 63792	(\$210.00)	2 ACH 2
'A000047305'	4/13/2022	Summary for session 63779	(\$57.89)	1 ACH 2
'V0735965'	4/8/2022	Buffalo Theatre Ensemble Corp.	\$49,097.80	ACH 1
'J027083'	4/8/2022	Mv CC Fees to MAC Op Handling	\$1,322.43	CC ACH 1
'A000047136'	3/29/2022	Summary for session 63557	(\$319.40)	34 ACH 1
'A000047113'	3/25/2022	Summary for session 63521	(\$196.00)	33 A-B ACH 1
'A000047012'	3/15/2022	Summary for session 63383	(\$447.60)	32 ACH 1
'A000046964'	3/10/2022	Summary for session 63320	(\$210.00)	31 ACH 1
'A000046895'	2/28/2022	Summary for session 63240	\$7,214.83	30 ACH 1
'A000046831'	2/24/2022	Summary for session 63145	(\$119.00)	29 ACH 1
'A000046773'	2/18/2022	Summary for session 63077	\$166.66	28 ACH 1
'A000046748'	2/15/2022	Summary for session 63042	\$459.99	27 ACH 1
'A000046696'	2/9/2022	Summary for session 62970	\$1,264.99	26 ACH 1
'A000046651'	2/4/2022	Summary for session 62920	(\$885.40)	25 ACH 1
'A000046560'	1/25/2022	Summary for session 62792	\$1,861.04	24 ACH 1
'A000046519'	1/21/2022	Summary for session 62734	\$164.00	23 ACH 1
'A000046419'	1/11/2022	Summary for session 62594	(\$168.00)	22 A-B ACH 1
'A000046364'	1/4/2022	Summary for session 62508	(\$339.00)	21 ACH 1
'A000046369'	12/31/2021	Summary for session 62537	(\$3,371.00)	20 ACH 1
'A000046298'	12/22/2021	Summary for session 62427	(\$3,203.90)	19 ACH 1
'A000046237'	12/16/2021	Summary for session 62354	(\$520.50)	18 ACH 1
'A000046227'	12/15/2021	Summary for session 62338	(\$6,360.20)	17 ACH 1
'A000046162'	12/8/2021	Summary for session 62260	(\$4,571.90)	16 ACH 1
'A000046086'	12/2/2021	Summary for session 62179	(\$510.00)	15 ACH 1
'A000046095'	11/30/2021	Summary for session 62189	(\$3,061.87)	14 ACH 1
'A000046074'	11/30/2021	Summary for session 62156	(\$2,369.97)	13 ACH 1
'A000046002'	11/22/2021	Summary for session 62016	(\$192.00)	12 ACH 1
'A000045993'	11/19/2021	Summary for session 61999	(\$1,771.18)	11 ACH 1
'A000045905'	11/10/2021	Summary for session 61864	(\$937.60)	10 ACH 1
'A000045866'	11/5/2021	Summary for session 61812	(\$374.00)	9 ACH 1
'A000045819'	10/31/2021	Summary for session 61751	(\$1,208.00)	8 ACH 1
'A000045766'	10/26/2021	Summary for session 61658	(\$963.00)	7 ACH 1
'A000045755'	10/25/2021	Summary for session 61651	(\$80.00)	6 ACH 1
'A000045726'	10/21/2021	Summary for session 61613	(\$2,171.80)	5 ACH 1
'A000045679'	10/15/2021	Summary for session 61546	(\$12,429.36)	4 ACH 1
'A000045666'	10/13/2021	Summary for session 61523	(\$12,901.69)	3 A-B ACH 1
'A000045656'	10/12/2021	Summary for session 61511	(\$501.97)	2 ACH 1
'A000045638'	10/11/2021	Summary for session 61488	(\$1,367.40)	1 A-C ACH1
'*YE-OB*'	7/1/2021	Opening Balance	(\$8,518.20)	
			(\$58,631.28)	

Document	Date	Description	Amount	
'V0783184'	4/21/2023	Buffalo Theatre Ensemble Corp.	\$7,305.78	
'A000050983'	4/13/2023	Summary for session 68327	(\$410.00)	6 ACH 15
'A000050827'	3/30/2023	Summary for session 68130	(\$787.30)	4 ACH 14
'A000050663'	3/16/2023	Summary for session 67941	(\$567.00)	3 ACH 14
'A000050648'	3/14/2023	Summary for session 67913	(\$2,463.00)	2 ACH 14
'J028869'	3/13/2023	Mv BTE Hand Rev to MAC Op Rev	\$192.74	CC ACH 13
'V0777060'	3/11/2023	Buffalo Theatre Ensemble Corp.	\$6,744.46	ACH 13
'V0776833'	3/9/2023	Buffalo Theatre Ensemble Corp.	\$9,576.73	ACH 12
'A000050598'	3/9/2023	Summary for session 67855	(\$3,662.00)	1 A & 1B ACH 14
'J028833'	2/28/2023	Mv BTE Rev to MAC Op	\$284.81	ACH 12
'A000050521'	2/28/2023	Summary for session 67758	(\$4,030.00)	2 ACH 13
'A000050520'	2/28/2023	Summary for session 67752	(\$176.40)	3 ACH 13
'V0774386'	2/23/2023	Buffalo Theatre Ensemble Corp.	\$3,313.27	ACH 11
'A000050454'	2/23/2023	Summary for session 67679	(\$2,730.80)	1 A & B ACH 13
'J028790'	2/22/2023	Mv BTE Hand Rev to Oper Tic Ha	\$100.83	CC ACH 11
'V0771174'	2/16/2023	Buffalo Theatre Ensemble Corp.	\$13,367.36	ACH 10
'A000050368'	2/16/2023	Summary for session 67580	(\$2,209.00)	2 A & B ACH 11
'J028764'	2/10/2023	Mv BTE Rev to MAC Op Tic Hand	\$357.24	CC ACH 10
'A000050301'	2/9/2023	Summary for session 67489	(\$1,205.10)	1 A & B ACH 11
'V0769724'	2/3/2023	Buffalo Theatre Ensemble Corp.	\$13,550.46	ACH 9
'J028736'	2/3/2023	Mv Rev from Liab to Tic Hand	\$361.94	ACH 9
'J028735'	1/31/2023	Move Rev from Liab to Tic Hand	\$216.87	ACH 8
'A000050209'	1/31/2023	Summary for session 67381	(\$84.00)	ACH 10
'A000050183'	1/30/2023	Summary for session 67330	(\$1,073.00)	6 ACH 10
'V0768617'	1/27/2023	Buffalo Theatre Ensemble Corp.	\$9,781.33	ACH 8
'A000050147'	1/26/2023	Summary for session 67286	(\$1,181.00)	5 ACH 10
V0768203	1/19/2023	Buffalo Theatre Ensemble Corp.	14545.82	ACH 7
J028674	1/19/2023	Mv BTE Handling Rev to Mac Op	449.88	CC ACH 7
'A000050056'	1/19/2023	Summary for session 67174	(\$46.00)	2 ACH 10
'A000050055'	1/19/2023	Summary for session 67173	(\$2,115.50)	4 A & B ACH 10
A000050027	1/17/2023	Summary for session 67144	(\$8,046.00)	1 ACH 10
'V0767858'	1/13/2023	Buffalo Theatre Ensemble Corp.	\$9,468.19	ACH 6
'J028669'	1/13/2023	Mv BTE Rev to Operations Rev	\$264.31	CC ACH 6
'A000050006'	1/13/2023	Summary for session 67100	(\$1,179.10)	3 ACH 10
'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)	2 A & B ACH 9
'A000049849'	12/31/2022	Summary for session 66945	(\$1,787.90)	3 ACH 9
'A000049749'	12/14/2022	Summary for session 66782	(\$1,238.10)	3 ACH 8
'A000049715'	12/12/2022	Summary for session 66748	(\$5,481.20)	1 ACH 9
'A000049678'	12/7/2022	Summary for session 66691	(\$206.00)	6 ACH 6
'A000049637'	12/5/2022	Summary for session 66656	(\$10,683.50)	2 ACH 7
'A000049603'	11/30/2022	Summary for session 66607	(\$80.60)	5 ACH 6
'A000049542'	11/23/2022	Summary for session 66530	(\$7,456.00)	2 A & B ACH 8
'A000049492'	11/18/2022	Summary for session 66468	(\$4,312.20)	1 ACH 7
'A000049489'	11/17/2022	Summary for session 66463	(\$635.50)	4 ACH 6

Document	Date	Description	Amount	
'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)	1 ACH 8
'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)	7 ACH 12
'A000048563'	8/16/2022	Summary for session 65298	(\$120.00)	8 ACH 12
'A000048529'	8/15/2022	Summary for session 65274	(\$5,380.00)	6 A, B, C ACH 12
'A000048532'	8/11/2022	Summary for session 65249	(\$2,286.40)	5 ACH 12
'A000048479'	8/9/2022	Summary for session 65212	(\$922.24)	4 ACH 12
'A000048415'	7/31/2022	Summary for session 65136	(\$112.00)	3 A, B ACH 12
'A000048252'	7/14/2022	Summary for session 64933	(\$64.00)	2 ACH 12
'A000048221'	7/13/2022	Summary for session 64910	(\$904.90)	1 ACH 12
'*YE-OB*'	7/1/2022	Opening Balance	(\$58,631.28)	

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

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**BTE Revenue Check Req 05-08-23 \$8557.28**

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

Tue, May 16, 2023 at 09:56 PM UTC

CC:

BCC:

Please process for ACH on 5/26/23. Thanks.

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 05-08-23 8557.28 FY23 Check Request Form w docs emdm.pdf