

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

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

Invoice Number: BTEREV010625

Invoice Date: 1/21/2025

PO Number:

Check Number: E0105184

Check Amount: \$ 17.62

Check Date: 01/22/2025

Voucher Number: V0865638

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.

FY25						to 290005	
BTE	2709002	Other Deferred Revenue			11/18/2024		
Transaction Type	Document	Date	Description	Amount			
			Internal Chargeback - BTE Deferred to Liability	\$84,721.50	Complete		
Actuals	'A000056058'	8/28/2024	Summary for session 74564	(\$3,463.40)	5 ACH 2 ACH	8/5/24-8/18/24	
Actuals	'A000055914'	8/19/2024	Summary for session 74421	(\$4,847.50)	4 ACH 2 ACH	7/29/24-8/4/24	
Actuals	'V0843016'	8/12/2024	College of Dupage Foundation	\$450.00			
Actuals	'A000055764'	8/6/2024	Summary for session 74234	(\$7,536.00)	3 A, B 2 ACH	7/22/24-7/28/24 7/22/24-8/3/24	
Actuals	'A000055696'	7/31/2024	Summary for session 74179	(\$5,788.00)	2 ACH 2 ACH	7/16/24-7/20/24	
Actuals	'A000055712'	7/25/2024	Summary for session 74095	(\$7,633.40)	1A, B, C, D ACH 2 ACH	6/24/24-6/30/24 7/1/24-7/7/24 7/8-7/19/24 7/16-7/20/24	\$137.40 cash/ck was processed as credit. Need to reimburse BTE
Actuals	'A000055623'	7/24/2024	Summary for session 74076	(\$44.00)	7 ACH 2 ACH	7/9/24-7/14/24	
Actuals	'A000055553'	7/17/2024	Summary for session 73983	(\$1,874.10)	6 ACH 2 ACH	6/5/24-7/7/24	
	YE-OB	7/1/2024	Opening Balance	(\$53,985.10)	Carried over from FY24		
			Balance	\$0.00	Must Equal Zero		
					If there is a positive balance here, the money should be moved to 2900005. It was deposited here in		
FY24	2709002	Other Deferred Revenue			(\$85,171.50)		
Transaction Type	Document	Date	Description	Amount		TOTAL to CARRYOVER	
Actuals	'J031312'	6/30/2024	5.27-6.2 Credit Redemptions	(\$311.00)			
Actuals	'A000055419'	6/30/2024	Summary for session 73782	(\$2,857.70)	FY25 17 ACH 2 ACH	6/17/24-6/23/24	
Actuals	'A000055357'	6/27/2024	Summary for session 73728	(\$6,092.30)	FY25 16 ACH 2 ACH	6/10/24-6/16/24	
Actuals	'A000055346'	6/26/2024	Summary for session 73710	(\$13,244.10)	FY25 15 ACH 2 ACH	6/03/24-6/9/24	
Actuals	'J031248'	6/25/2024	5.20-5.26 Credit Redemptions	(\$70.00)			
Actuals	'J031248'	6/25/2024	5.20-5.26 Credit Redemptions	(\$9.00)			
Actuals	'J031233'	6/18/2024	5.6-5.12 Credit Redemptions	(\$352.20)			
Actuals	'J031233'	6/18/2024	5.6-5.12 Credit Redemptions	(\$48.00)			
Actuals	'A000055230'	6/12/2024	Summary for session 73544	(\$7,475.50)	FY24 13 ACH (FY25 12A, B ACH 2 ACH)	5/27-6/2 6817.50 CASH 5/28-6/2 658	
Actuals	'J031187'	5/31/2024	4.29-5.5 Credit Redemptions	(\$64.50)			
Actuals	'A000055167'	5/31/2024	Summary for session 73495	(\$5,252.00)	FY24 13 ACH (FY25 11 ACH 2 ACH)	5/20-5/26	
Actuals	'A000055113'	5/30/2024	Summary for session 73374	(\$7,399.50)	FY24 12 ACH (FY25 10 ACH 2 ACH)	5/13-5/19	
Actuals	'A000055087'	5/29/2024	Summary for session 73362	(\$850.50)	FY24 12 ACH (FY25 14 ACH 2 ACH)	CASH/CKS 5/13-5/26	
Actuals	'A000055020'	5/22/2024	Summary for session 73284	(\$189.00)	FY24 12 ACH (FY25 13 ACH 2 ACH)	CASH/CKS 4/23-5/12 ACH 12	
Actuals	'A000054994'	5/20/2024	Summary for session 73244	(\$8,844.30)	FY24 12 ACH (FY25 9 ACH 2 ACH)	5.6-5.12	
Actuals	'A000054976'	5/16/2024	Summary for session 73199	(\$925.50)	FY24 12 ACH (FY25 8 ACH 2 ACH)	4/29-5/5	
			TOTAL TRANSFERRED TO FY25	(\$53,985.10)	includes credits		
FY25	2900005	BTE Deposit Liability					
Transaction Type	Document	Date	Description	Amount			
Actuals	'J032372'	11/7/2024	Mv BTE Rev to MAC Op	\$649.63	CC to MAC ACH 1		
Actuals	'A000056768'	11/4/2024	Summary for session 75448	(\$5,557.60)			
Actuals	'V0859607'	10/31/2024	Buffalo Theatre Ensemble Corp.	\$21,004.81	Rev to BTE Check Req		
Actuals	'JBM110724A'	10/31/2024	8.12-8.18 Credit Redemptions	(\$63.00)			
Actuals	'A000056773'	10/31/2024	Summary for session 75468	(\$4,039.80)			
Actuals	'A000056749'	10/31/2024	Summary for session 75410	(\$816.20)			
Actuals	'A000056736'	10/24/2024	Summary for session 75326	(\$4.40)			
Actuals	'J032306'	10/23/2024	Mv Rev Dep to Dep Liab	(\$84,721.50)	Chargeback to 2900005		
Actuals	'A000056733'	10/23/2024	Summary for session 75308	(\$755.80)			
Actuals	'A000056608'	10/18/2024	Summary for session 75248	(\$418.00)			
Actuals	'A000056604'	10/17/2024	Summary for session 75230	(\$5,468.00)			
Actuals	'A000056547'	10/14/2024	Summary for session 75182	(\$526.20)			
Actuals	'A000056492'	10/8/2024	Summary for session 75114	(\$21,654.44)	1A, B, C ACH 1 ACH	9/09/24-9/15/24 9/16/24-9/22/24 9/23/24-9/29/24	
Actuals	'A000056440'	9/30/2024	Summary for session 75091	(\$290.20)			
Actuals	'A000056322'	9/20/2024	Summary for session 74873	(\$7,880.70)			
Actuals	'A000056317'	9/19/2024	Summary for session 74858	(\$439.90)			
Actuals	'A000056227'	9/13/2024	Summary for session 74772	(\$4,845.30)			
Actuals	'A000056127'	8/31/2024	Summary for session 74682	(\$3,543.30)		8/19/24-8/25/24	
Actuals	'A000056058'	8/28/2024	Summary for session 74564	(\$3,616.40)		8/12/24-8/18/24	
Actuals	'V0842268'	7/30/2024	Buffalo Theatre Ensemble Corp.	\$9,466.26	Rev to BTE Check Req		
Actuals	'A000055712'	7/25/2024	Summary for session 74095	(\$146.30)			
Actuals	'A000055553'	7/17/2024	Summary for session 73983	(\$1,769.00)	1 ACH 3 ACH CASH/CK 6.5-7.7	Into the Earth Discrepancy	
			Opening Balance	(\$9,446.20)	Balanced FY24		
				(\$124,881.54)	Balance as of 11/18/24		
			ACH # 2	\$81,909.40	Rev to BTE Check Req 11/18/24		
				\$2,390.14	CC to MAC Check Req 1/21/25		
			FY25	(\$40,582.00)	New Balance after ACH #2		

BTE REVENUE TRACKING									BTREV010625 CC fees to reimburse							
FY25									BTREV111824 (complete)							
ACH #2	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	DATE RANGE OF DEPOSIT - 2024	BO DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	BO DEPOSIT NO.				
Session					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%							
74095	7/25/2024	7,633.40	6/24-6/30/24	3,242.80	-	3,242.80	3,145.52		97.28			1A 1B 1C 1D 2 3A 3B 4 5 6 7 8 9 10 11 12A 12B 13 14 15 16 17	FY25	ACH		
			7/1-7/7/25	1,598.30	-	1,398.30	1,356.35	200.00	41.95	6.00			FY25	ACH		
			7/8-7/19/24	2,654.90	-	2,654.90	2,575.25		79.65				FY25	ACH		
			7/16-7/20/24	137.40	137.4		-		-	4.12			FY25	ACH		
74179	7/26/2024	5,788.00	7/16-7/20/24	5,788.00		5,788.00	5,614.36		173.64				FY25	ACH		
74234	8/2/2024	7,536.00	7/22-7/28/24	7,093.60		7,093.60	6,880.79		212.81				FY25	ACH		
			7/29-8/4/24	442.40	392.40		-	50.00	-				FY25	ACH		
74421	8/9/2024	4,847.50	7/29-8/4/24	4,847.50		4,797.50	4,653.57	50.00	143.93	1.50			FY25	ACH		
74564	8/16/2024	3,463.40	8/5-8/11/24	3,463.40		3,463.40	3,359.50		103.90				FY25	ACH		
73983	7/16/2024	1,874.10	6/5-7/7/24	1,874.10	1,474.10		-	400.00	-				FY25	ACH		
74076	7/23/2024	44.00	7/9-7/14/24	44.00	44.00		-		-				FY25	ACH		
73199	5/10/2024	925.50	4/29-5/5/24	925.50		925.50	897.73		27.77				FY25	ACH		
73244	5/17/2024	8,844.30	5/6-5/12/24	8,844.30		8,844.30	8,578.97		265.33				FY25	ACH		
73374	5/24/2024	7,399.50	5/13-5/19/24	7,399.50		7,399.50	7,177.51		221.99				FY25	ACH		
73495	5/31/2024	5,252.00	5/20-5/26/24	5,252.00		5,252.00	5,094.44		157.56				FY25	ACH		
73544	6/7/2024	7,475.50	5/27-6/2/24	6,817.50		6,817.50	6,612.97		204.53				FY25	ACH		
			5/28-6/2/24	658.00	658.00				-				FY25	ACH		
73284	5/21/2024	189.00	4/23-5/12/24	189.00	189.00		-		-				FY25	ACH		
73362	5/29/2024	850.50	5/13-5/26/24	850.50	850.50		-		-				FY25	ACH		
73710	6/14/2024	13,244.10	6/03/24-6/9/24	13,244.10		13,144.10	12,749.78	100.00	394.32	3.00			FY25	ACH		
73728	6/21/2024	6,092.30	6/10/24-6/16/24	6,092.30		6,092.30	5,909.53		182.77				FY25	ACH		
73782	6/28/2024	2,857.70	6/17/24-6/23/24	2,857.70		2,757.70	2,674.97	100.00	82.73	3.00			FY25	ACH		
Total Settlement 11/18/24		84,316.80		84,316.80	3,745.40	79,671.40	77,281.24	900.00	2,390.16	81,926.64	84,316.80	84,316.80				
5/10/2024 - 8/16/24			Actual Amt Used:	84,316.80	4,058.00	80,258.80	77,851.04		2,407.76	81,909.04	84,316.80					
										17.62	TOTAL Amount to return to BTE					

"Fanelli, Cassi" <fanellc379@cod.edu>

BTE Revenue Return ACH 2 17.62 CC fees 01-21-25

"Fanelli, Cassi" <fanellc379@cod.edu>

Tue, Jan 21, 2025 at 09:22 PM UTC

CC:

BCC:

Cassi

Cassi Fanelli

Business Manager
McAninch Arts Center

630.942.3009 | fanellc379@cod.edu

1 attachment

BTE Revenue Return 1-21-25 ACH 2 17.62 FY25 Check Request Form wdocs cf.pdf