

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1484699

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

**Check Details:**

**Check Number:** E0106468

**Check Amount:** \$ 57,152.24

**Check Date:** 3/18/2025

**Invoice Details:**

**Invoice Number:** BTEREV031125

**Invoice Date:** 3/11/2025

**PO Number:** NULL

**Voucher Number:** V0878421

**Document Type:** AP Invoice

---

**Document Below**

"Zerrudo, Marivic" <zerrudom@cod.edu>

---

**FW: Attached Image**

---

"Zerrudo, Marivic" <zerrudom@cod.edu>

Tue, Mar 18, 2025 at 04:05 PM UTC

CC:

BCC:

**Marivic Zerrudo**

**Accounts Payable Specialist**

**[College of DuPage](#)**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

---

**From:** Zerrudo, Marivic <zerrudom@cod.edu>

**Sent:** Tuesday, March 18, 2025 11:05 AM

**To:** Zerrudo, Marivic <zerrudom@cod.edu>

**Subject:** Attached Image

---

**1 attachment**

2420\_001.pdf



## Accounts Payable Office

## 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 2.21, Vendor Payment.

Date: 03/11/25 Vendor ID: 1484699 Vendor Name: Buffalo Theatre Ensemble Corp  
 Payee Address: 415 Melrose Ave, Glen Ellyn, IL 60137 Payment Due Date: 03/21/25

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
BTEREV031125	05-60-11101-2900005	BTE: Arts Center Deposit Liability	57,152.24
Total			\$ 57,152.24

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:

Revenue Disbursement BTE FY25  
 Revenue from MAC ticket sales for BTE Plays & Donations owed to BTE.  
 BTEREV031125 ACH 5

Other Instructions:

## All requests will require the following approvals:

Requester: Molly J unokas Digitally signed by Molly J unokas  
Date: 2025.03.11 17:50:02 -0500 Print Name: Molly J unokas  
 Budget Officer: Molly J unokas Digitally signed by Molly J unokas  
Date: 2025.03.11 17:50:14 -0500 Print Name: Molly J unokas

Requests \$10,000 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 \$10,000 and over): Diana Martinez Digitally signed by Diana Martinez  
Date: 2025.03.11 17:50:14 -0500 Print Name: Diana Martinez

Area Cabinet Officer (only required if request is \$25,000 and over): \_\_\_\_\_ Print Name: Christine M. Hammond, Ph.D.

Board Approval Date (only required if request is \$25,000 and over): 06/20/24

Return approved request and all supporting documentation to Accounts Payable (SAC 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.

(FOUO) CHARLES MACBAIN'S CONFIDENTIALITY RIGHTS REVIEW: FORTY-THIRD REVIEW SUMMARY, APRIL 11, 2016

3/11/2025

Transaction Type	Document	Date	Description	Amount	MAC Notes
Actuals	'V0873072'	2/28/2025	College of Dupage Foundation	\$31.50	donation - fy25 ach 5
Actuals	'J032784'	2/28/2025	CE Class-Wickhams-12 tix	(\$264.00)	fy25 ach 5
Actuals	'A000058079'	2/28/2025	Summary for session 77029	(\$6,672.80)	fy25 ach 5
Actuals	'A000058058'	2/28/2025	Summary for session 76987	(\$266.40)	fy25 ach 5
Actuals	'A000058004'	2/25/2025	Summary for session 76927	(\$6,154.10)	fy25 ach 5
Actuals	'A000057965'	2/20/2025	Summary for session 76864	(\$1,282.60)	fy25 ach 5
Actuals	'A000057907'	2/17/2025	Summary for session 76812	(\$7,374.30)	fy25 ach 5
Actuals	'A000057891'	2/13/2025	Summary for session 76777	(\$46.20)	fy25 ach 5
Actuals	'A000057860'	2/12/2025	Summary for session 76759	(\$9,300.50)	fy25 ach 5
Actuals	'A000057807'	2/6/2025	Summary for session 76679	(\$132.00)	fy25 ach 5
Actuals	'A000057771'	2/5/2025	Summary for session 76660	(\$8,832.10)	fy25 ach 5
Actuals	'JBM013125A'	1/31/2025	12/2-12/8 CR Creation	\$479.60	account credit activity
Actuals	'JBM013125A'	1/31/2025	9/23-9/29 CR Creation	\$326.00	account credit activity
Actuals	'JBM013125A'	1/31/2025	12/9-12/15 CR Creation	\$313.60	account credit activity
Actuals	'JBM013125A'	1/31/2025	11/18-11/24 CR Creation	\$224.70	account credit activity
Actuals	'JBM013125A'	1/31/2025	11/11-11/17 CR Creation	\$223.50	account credit activity
Actuals	'JBM013125A'	1/31/2025	9/16-9/22 CR Creation	\$208.50	account credit activity
Actuals	'JBM013125A'	1/31/2025	11/25-12/1 CR Creation	\$134.80	account credit activity
Actuals	'JBM013125A'	1/31/2025	9/2-9/8 CR Creation	\$93.30	account credit activity
Actuals	'JBM013125A'	1/31/2025	9/30-10/6 CR Creation	\$84.00	account credit activity
Actuals	'JBM013125A'	1/31/2025	11/4-11/10 CR Creation	\$63.00	account credit activity
Actuals	'JBM013125A'	1/31/2025	12/30-1/5 CR Redemption	(\$2.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	12/23-12/29 CR Redemption	(\$26.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	10/7-10/13 CR Redemption	(\$27.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	9/9-9/15 CR Redemption	(\$41.40)	account credit activity
Actuals	'JBM013125A'	1/31/2025	8/19-8/25 CR Redemption	(\$44.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	10/28-11/3 CR Redemption	(\$88.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	8/26-9/1 CR Redemption	(\$92.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	11/11-11/17 CR Redemption	(\$95.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	11/25-12/1 CR Redemption	(\$95.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	11/4-11/10 CR Redemption	(\$97.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	12/9-12/15 CR Redemption	(\$112.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	9/23-9/29 CR Redemption	(\$114.00)	account credit activity
Actuals	'JBM013125A'	1/31/2025	11/18-11/24 CR Redemption	(\$129.40)	account credit activity
Actuals	'JBM013125A'	1/31/2025	9/30-10/6 CR Redemption	(\$157.90)	account credit activity
Actuals	'JBM013125A'	1/31/2025	9/16-9/22 CR Redemption	(\$255.66)	account credit activity
Actuals	'A000057775'	1/31/2025	Summary for session 76678	(\$8,046.50)	fy25 ach 5
Actuals	'A000057728'	1/30/2025	Summary for session 76577	(\$88.00)	fy25 ach 5
Actuals	'J032624'	1/28/2025	Mv BTE Handling Rev to MAC Op	\$2,949.33	cc/handling ACH 4
Actuals	'V0865889'	1/27/2025	Buffalo Theatre Ensemble Corp.	\$102,133.67	bte payment
Actuals	'A000057632'	1/23/2025	Summary for session 76464	(\$7,452.75)	fy25 ach 5
Actuals	'V0865638'	1/22/2025	Buffalo Theatre Ensemble Corp.	\$17.62	bte payment
Actuals	'J032605'	1/22/2025	Mv BTE Handling Rev to MAC OP	\$2,390.14	cc/handling ACH 2

U:\HOME\SHARED\MAC\Business Office\BTE\FY2025\BTE Revenue - FY25\ACH 5\BTE Revenue myACCESS details ACH 5 03-11-25.xlsx

1 of 2

3/11/2025

Actuals	'A000057548'	1/17/2025	Summary for session 76399	(\$574.20)	fy25 ach 5
Actuals	'A000057530'	1/15/2025	Summary for session 76360	(\$2,383.80)	fy25 ach 5
Actuals	'A000057499'	1/14/2025	Summary for session 76342	(\$2,305.00)	fy25 ach 4
Actuals	'A000057464'	1/10/2025	Summary for session 76293	(\$752.40)	fy25 ach 4
Actuals	'A000057426'	1/8/2025	Summary for session 76247	(\$1,997.60)	fy25 ach 4
Actuals	'A000057366'	12/31/2024	Summary for session 76154	(\$316.80)	fy25 ach 4
Actuals	'A000057358'	12/19/2024	Summary for session 76085	\$66.00	fy25 ach 4
Actuals	'A000057356'	12/18/2024	Summary for session 76069	(\$17,540.30)	fy25 ach 4
Actuals	'A000057253'	12/16/2024	Summary for session 76032	(\$1,137.40)	fy25 ach 4
Actuals	'A000057105'	12/4/2024	Summary for session 75849	(\$9,398.20)	fy25 ach 4
Actuals	'A000057078'	11/30/2024	Summary for session 75833	(\$14,075.10)	fy25 ach 4
Actuals	'A000057077'	11/29/2024	Summary for session 75814	(\$12,048.20)	fy25 ach 4
Actuals	'V0862183'	11/25/2024	Buffalo Theatre Ensemble Corp.	\$1,769.00	bte payment
Actuals	'V0861958'	11/22/2024	Buffalo Theatre Ensemble Corp.	\$81,909.04	bte payment
Actuals	'A000056918'	11/14/2024	Summary for session 75603	(\$7,376.20)	fy25 ach 4
Actuals	'J032372'	11/7/2024	Mv BTE Rev to MAC Op	\$649.63	cc/handling ACH 1
Actuals	'A000056768'	11/4/2024	Summary for session 75448	(\$5,557.60)	fy25 ach 4
Actuals	'V0859607'	10/31/2024	Buffalo Theatre Ensemble Corp.	\$21,004.81	bte payment
Actuals	'JBM110724A'	10/31/2024	8.12-8.18 Credit Redemptions	(\$63.00)	account credit activity
Actuals	'A000056773'	10/31/2024	Summary for session 75468	(\$4,039.80)	fy25 ach 4
Actuals	'A000056749'	10/31/2024	Summary for session 75410	(\$816.20)	fy25 ach 4
Actuals	'A000056736'	10/24/2024	Summary for session 75326	(\$4.40)	fy25 ach 4
Actuals	'J032306'	10/23/2024	Mv Rev Dep to Dep Liab	(\$84,721.50)	transfer deferred
Actuals	'A000056733'	10/23/2024	Summary for session 75308	(\$755.80)	fy25 ach 4
Actuals	'A000056608'	10/18/2024	Summary for session 75248	(\$418.00)	fy25 ach 4
Actuals	'A000056604'	10/17/2024	Summary for session 75230	(\$5,468.00)	fy25 ach 4
Actuals	'A000056547'	10/14/2024	Summary for session 75182	(\$526.20)	fy25 ach 4
Actuals	'A000056492'	10/8/2024	Summary for session 75114	(\$21,654.44)	FY25 ACH 1
Actuals	'A000056440'	9/30/2024	Summary for session 75091	(\$290.20)	fy25 ach 4
Actuals	'A000056322'	9/20/2024	Summary for session 74873	(\$7,880.70)	fy25 ach 4
Actuals	'A000056317'	9/19/2024	Summary for session 74858	(\$439.90)	fy25 ach 4
Actuals	'A000056227'	9/13/2024	Summary for session 74772	(\$4,845.30)	fy25 ach 4
Actuals	'A000056127'	8/31/2024	Summary for session 74682	(\$3,543.30)	fy25 ach 4
Actuals	'A000056058'	8/28/2024	Summary for session 74564	(\$3,616.40)	fy25 ach 4
Actuals	'V0842268'	7/30/2024	Buffalo Theatre Ensemble Corp.	\$9,466.26	bte payment
Actuals	'A000055712'	7/25/2024	Summary for session 74095	(\$146.30)	??
Actuals	'A000055553'	7/17/2024	Summary for session 73983	(\$1,769.00)	FY25 ACH 3
Actuals	'*YE-OB*'	7/1/2024	Opening Balance	(\$9,446.20)	FY24 ACH (jul)

U:\HOME\SHARED\MAC\Business Office\BTE\FY2025\BTE Revenue - FY25\ACH 5\BTE Revenue myACCESS details ACH 5 03-11-25.xlsx

2 of 2

**Item 9.g**

**JUNE 20, 2024**

**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL**

---

**SUBJECT**

MAC Touring Artist contracts for 2024- 2025 Season for total amount not to exceed \$803,600.

**REASON FOR CONSIDERATION**

Contracts exceeding the statutory limit of \$25,000, and sole source waiver of performance artists, must be approved by the Board of Trustees.

**BACKGROUND INFORMATION**

The McAninch Arts Center presents an annual touring season of National and International artists each year to fulfill the cultural mission of the College. Booking of artists by MAC administration is approved per College of DuPage Board Policy 10-95 and COD administrative policy 2.24. This approval also recognizes that artists are sole source vendors.

The booking of talent is very competitive in the Chicago market, as there are several performing arts centers in the area such as: Paramount Theatre in Aurora, River's Edge Park, Joliet's Rialto Theater, Elgin Community College, Skokie Center for the Arts, Genesee Theatre, City Winery, and dozens more. These performing arts centers compete and collaborate for available talent.

Curating and negotiating talent at booking conferences and through block booking with other presenters gets us the most competitive pricing possible. The MAC uses Celebrity Access and Pollstar to compare maximum gross potential of artists and to confirm and ensure competitive pricing of talent.

Pricing and negotiations for artists are confidential to facilitate competitive pricing; therefore, individual artist fees remain confidential. However, the total expenditure for the above contracts is not expected to exceed \$813,200.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part and are exempt from sole source, and bidding under the Illinois Public Community College Act 110 ILCS 805/3-27.1.



Areas of the College such as, but not limited to, the Arts Center, Business Solutions, or Conference & Events may need to authorize contracts for speakers, productions, training, equipment rental, and other professional services.

Within the limitations of the budgets of those areas, Administrative Procedure 10-95 allows for the administration of those areas to initiate those contracts. In accordance with Administrative Procedure 10-60, these contracts must be approved by the Vice President of Administrative Affairs.

This purchase complies with State Statute, Board Policy and Administrative Procedures. Contracts for the services of individuals possessing a high degree of professional skill where the artists ability, star quality, brand of the individual plays an important part in demand for tickets.

\*FY2025

MAC Touring: Performing Arts Services: 05-60-11601-5309004 for \$803,600.

\*Pending approval of the FY25 Proposed Budget.

Primary Strategic Long Range Plan Goal: Arts, Culture & Community Engagement. To accomplish this, we will: Create an equitable and inclusive community, and improve livability through the arts. Be the region's premier choice for the arts and cultural programming. Deliver responsive programming to support life-long learning. Create opportunities to further partner and engage with external communities.

Secondary Strategic Long Range Plan Goal: Economic Development. To accomplish this, we will: Cultivate equity and inclusion principles and practices into economic development activities. Provide training and education consistent with regional workforce needs. Support regional business through incubator, accelerator, and consultation programs. Collaborate with community and business partners to advance regional economic impact and workforce development.

#### RECOMMENDATION

That the Board of Trustees approves the contracts for all artists listed above for a total expenditure not to exceed \$803,600.00 payable to the artists and their respective agents and the release of these payments over \$15,000. This aligns with board policy 2.24 that allows the MAC director to contract for speakers, productions, and other professional service contracts with board approval of fees over 25,000. The approval of this board item also approves and

recognizes that all of the MAC artists are sole source vendors and waived from bidding process.

STAFF CONTACT  
Diana Martinez, Director McAninch Arts Center

Approved and signed this 20th day of June, 2024

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SECRETARY

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

---

**Check Request - Buffalo Theatre Ensemble ACH 5**

---

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

Tue, Mar 18, 2025 at 02:40 PM UTC

CC:

BCC:

Good morning,

Please process.

Thank you!

**Molly Junokas**

McAninch Arts Center, College of DuPage

[junokasm@cod.edu](mailto:junokasm@cod.edu) | 630-942-2938

pronouns: she/her

---

**1 attachment**

BTE Revenue Return 03-11-25 ACH 5 57152.24 FY 25 Check Request Form w/docs mjdcmch.pdf