

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1082334 **Vendor Name:** B&H Music Publishing, Inc

Check Details:

Check Number: 0346957 **Check Amount:** \$ 682.50 **Check Date:** 12/9/2025

Invoice Details:

Invoice Number: 25031983 **Invoice Date:** 11/17/2025 **PO Number:** NULL
Voucher Number: V0915356

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 2.21, Vendor Payment.

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 \$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): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 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.



Administered by
BOOSEY & HAWKES
A CONCORD COMPANY

European American Music Distributors Company
a member of the Schott Music Group
250 West 57th St, Fl 6, New York, NY 10107-0102
Tel. (212) 461-6940 Rental Fax (212) 810-4565 Email rental@eamdc.com
www.eamdc.com Tax ID: 11- 1590300

BILL TO:

New Philharmonic
Ben Nadel
McAninch Arts Center at College of DuPage
425 Fawell Boulevard
Glen Ellyn IL 60137

Account No. EAMN463

SHIP TO:

New Philharmonic
Ben Nadel
McAninch Arts Center at College of DuPage
425 Fawell Boulevard
Glen Ellyn IL 60137

Invoice No.	Invoice Date:	Trans. No.	No. Perfs	First Performance Date	Invoice Due Date
25031983	11/17/2025	25121848	3	12/31/2025	11/24/2025

Composer: Franz Lehár

Work Meine Lippen, Sie Kussen So Heiss from Giuditta

Performance Details

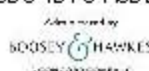
12/31/2025 (3) McAninch Arts Center Glen Ellyn
New Philharmonic
c. Ben Nadel

	Amount	TAX %	TAX Amount
Purchase Order No.:			
Rental Fees First Performance	230.00		
Rental Fees Subsequent Performance/s	400.00		
\$200 per subsequent performance			
UPS USA	52.50		
Sub-total	682.50		\$0.00
INVOICE TOTAL		\$ USD	682.50

IMPORTANT: Please make checks payable to B&H Music Publishing Inc.

Please note that if a credit card was provided for payment and/or deposit on this rental it will be charged on the above listed due date should a check for the total amount due not be received by that date. Any checks received after the payment due date where a credit card authorization has been processed will either be destroyed or returned to you. PLEASE DO NOT CALL IN TO PAY THIS INVOICE WITH A CREDIT CARD. WE DO NOT ACCEPT CREDIT CARD INFORMATION OVER THE PHONE. WRITTEN AUTHORIZATION IS REQUIRED FOR ANY INVOICE TO BE CHARGED.

Check Address: JP Chase - Lockbox Processing
Attn: B&H Music 29225
4 Chase Metrotech Center 7th Floor East
Brooklyn, NY 11245



American Music Distributors Company
 250 West 57th St, Fl 6, New York, NY 10107-0102
 Telephone (212) 461-6940 Rental Fax (212) 810-4555 E-mail
 rental@eamdc.com
 www.eamdc.com Tax ID: 11-1590300

Transaction No.
 25121848

Rental License Agreement

Agreement by and between **EUROPEAN AMERICAN MUSIC DISTRIBUTORS COMPANY**, hereinafter referred to as EAMDC, Rental Library, 250 West 57th St, Fl 6, New York, NY 10107-0102, USA and:

Ship to:	Bill to:
New Philharmonic Ben Nadel McAninch Arts Center at College of DuPage 425 Fawell Boulevard Glen Ellyn IL 60137 Fax: (630) 790-9806	New Philharmonic Ben Nadel McAninch Arts Center at College of DuPage 425 Fawell Boulevard Glen Ellyn IL 60137 Customer Ref.: EAMN463

(hereinafter referred to as the Licensee) for the rental of performance materials (hereinafter referred to as the Materials) as follows:

Composer: Franz Lehár

Society: ASCAP

Title: Meine Lippen, Sie Kussen So Heiss from Giuditta

Set No.: NS1 (LEHF67)

Date Requested: 10/27/2025

Editor/Arranger:

Publisher: Glocken Verlag Ltd.

Duration: 0:03

Date Materials Due Back: 01/14/2026

NOTE: Date requested cannot be guaranteed unless contract is received at least ten (10) business days prior to that date. For contracts returned less than ten (10) business days before date requested, rush fees may apply and/or delivery will be after date requested.


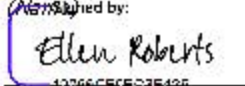
1 Full Score	1 Oboe 2	1 Contrabassoon	1 Trumpet 1	1 Trombone 3	9 Mola 1
1 Piano Conductor	1 Clarinet 1	1 Horn 1	1 Trumpet 2	1 Tuba	8 Mola 2
1 Flute 1	1 Clarinet 2	1 Horn 2	1 Trumpet 3	1 Timpani	7 Mola
1 Flute 2	1 Bass Clarinet	1 Horn 3	1 Trombone 1	2 Percussion	6 Cello
1 Flute 3...	1 Bassoon 1	1 Horn 4	1 Trombone 2	1 Harp	5 Double Bass
1 Oboe 1	1 Bassoon 2				

Performance Details:

12/31/2025 (3) McAninch Arts Center Glen Ellyn
 NewPhilharmonic
 c. Ben Nadel

RENTAL FEES: \$630.00 + Shipping + Tax for CA, MN, NY customers only if applicable.

By signing below, EAMDC and Licensee expressly agree to the Terms and Conditions set forth on the second page of this agreement. Please sign **both** pages of this agreement where indicated and return them by fax or post to EAMDC. Please retain a copy of this agreement for your records.

Accepted and agreed to by: EUROPEAN AMERICAN MUSIC COMPANY Leif Larson 9/8/2025 Rental Services Manager 	College of DuPage (Organization) Ellen Roberts (Name)  9/15/2025 (date)
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1. The Material will be rented for the fee(s) set forth on the reverse side of this agreement provided the performance takes place no later than the latest performance date listed on this agreement and that this agreement is signed and returned to EAMDC at least ten (10) business days in advance of the date required indicated. Any Rental License Agreement not returned in excess of eight weeks prior to the concert date is immediately subject to a rush service charge and expedited shipping costs when applicable, but EAMDC cannot guarantee immediate shipment upon contract receipt. Material requiring import will not be placed on order until this agreement is returned. The fees stated do not include shipping charges, which will be billed to the Licensee's account.
2. No Materials will be shipped or reserved until a signed copy of this agreement is returned to EAMDC and provided that Licensee's account (if applicable) is in good standing or payment has otherwise been received. Materials will be shipped to arrive eight (8) weeks prior to the first date of performance unless otherwise agreed upon. The rental period begins on that date and ends fourteen (14) days after the final performance. Materials must be returned to us on or before the end date to avoid additional charges. Please note EAMDC must receive this signed agreement no later than ten (10) business days prior to the date required to ensure timely delivery.
3. Please note that not all works of foreign publishers are in stock in the US at any given time. If an order requires importation EAMDC will notify the Licensee who will be responsible for paying all importation charges.
4. A rental fee of \$170 or 50% of the first performance rental fee, whichever is greater, will be due for each month or portion of a month that the Materials have not been returned following the date fourteen (14) days after the final performance.
5. Radio Broadcast rights may include additional fees. Broadcast dates must be reported to the rental department and listed in the rental agreement. Each radio station broadcasting the Work must hold a license from the performing rights society listed on the reverse side hereof. Because EAMDC is the agent for the work in the United States and Canada only, EAMDC cannot grant a license for radio broadcast outside of its territory. Any use of the Licensee's broadcast tape or any other relay of the Licensee's broadcast outside of the United States and Canada must be licensed by the copyright owner, specified on the reverse side of this agreement or its agent in the applicable territory. If radio broadcast rights are not expressly granted on the reverse side of this agreement, the Material cannot be used for radio broadcast.
6. The Materials are rented for live performances and, if granted, radio broadcasts in accordance with paragraph 5 above. The Material may not be used for any other purpose, including without limitation grand rights (staged or choreographed performances only), television broadcast, video and audio streaming, live and delayed broadcast over the Internet, satellite radio, subscription radio, transcription or synchronization without the prior written agreement of EAMDC. The Licensee may create an audio and/or audiovisual recording of their performance for archival purposes only. The Licensee will provide EAMDC with a copy of the archival recording upon request if permitted.
7. The Licensee agrees that no arrangements, transcriptions, or scores will be made of the work rented. Photocopies of Materials may be created for the purpose of practice and performance in the event the requested numbers of copies are not available. All such copies must be destroyed or returned to EAMDC following the performance. The Licensee agrees that the Material will not be sold, loaned or given in whole or in part to any other party for any purpose whatsoever.
8. In the event of cancellation of performance(s) after the Material has been shipped, the Licensee will incur a service charge equal to 50% of the rental fee up to \$500 but not less than \$150, plus shipping and any added rental periods incurred. Please note that notices of cancellation must be in writing and must be received not later than two (2) business days after the date of the scheduled performance to be accepted. Material must be received within ten (10) business days of the date cancellation notice has been sent. If notice is given or Material received after the applicable date, the full rental charges will remain due and payable.
9. A replacement charge will be collected for any Materials lost or defaced. The Licensee must notify EAMDC within five (5) days of the receipt of the Materials if any parts listed on the packing slip are not in the package received from EAMDC or received in poor condition. Otherwise, the Licensee will be held responsible for all parts listed on the packing slip. The Licensee agrees to pay upon receipt of an invoice from EAMDC, a replacement charge as specified on the front of this agreement if the complete set of Material is not received by EAMDC. If the Material is returned but parts are missing, the licensee shall pay a non-refundable fee of between \$10.00 and \$40.00 per part depending upon the duration of the work, plus a service charge of \$20.00 for up to three missing parts and \$35.00 for four or more. Missing scores will be billed at replacement cost plus a \$35.00 service charge for each score not returned. If Licensee subsequently returns a missing item, EAMDC will credit Licensee's account in an amount equal to 50% of the lost materials fee charged for that item.
10. All Materials must be returned to the EAMDC Rental Library (Hal Leonard Attn: EAM Rentals 1210 Innovation Drive, Winona, MN 55987) via a shipping method that includes proof of delivery. If a return label is provided the Licensee should use it for making the return shipment. No materials are to be delivered to our New York office unless expressly requested. Any such materials returned to our New York City offices are subject to the additional shipping costs incurred to forward them to Rental Distribution Services, plus a service charge of \$60.00 per package. Any materials not returned via such a shipping method that are lost or damaged in transit will automatically be charged to you at the full replacement value of the set as listed on the reverse side hereof.
11. The Licensee represents that it has acquired the right to perform this work from the performing rights society specified on the reverse side hereof and will pay that society for the performance of this work. Failure to obtain such a license will void this agreement and may result in additional fees being charged to the Licensee's account unless otherwise agreed with EAMDC.
12. If prepayment is not required, full payment is due fourteen (14) days after the date of the last performance.
13. The Licensee agrees to give EAMDC two complimentary orchestra seats to each performance listed on the reverse side hereof, if so requested by us no less than 48 hours before concert time. If tickets are not available when requested the Licensee shall pay an additional charge of \$170.00.
14. Please note a standard sets contain not more than two full scores. Subject to availability, up to three additional scores may be rented from EAMDC for the title at a supplementary charge dependent upon duration and provided that they are not available for retail purchase.
15. No change in this agreement shall be valid without first procuring the written consent of EAMDC.

Signed by: Ellen Roberts Signature 49066CF0BC3F425... Print or Type Name Ellen Roberts Title Vice President, Admin. Affairs

"Sharbaugh, Linda" <sharbaughl@cod.edu>

Check Request - EAMDC Boosey Hawkes (NP26_NYE) Music Rental \$682.50

"Sharbaugh, Linda" <sharbaughl@cod.edu>

Mon, Nov 17, 2025 at 11:22 PM UTC

CC:

BCC:

Attached for processing. Thank you!

Linda Sharbaugh

McAninch Arts Center, College of DuPage

sharbaughl@cod.edu | 630-942-3009

pronouns: she/her

1 attachment

Check Request EAMDC Boosey Hawkes 682.50 NP26_NYE wdocs lsmj.pdf