

Information:

Drawer: Finance

Number: \*\*\*\* Other Redaction \*\*\*\*

Name: \*\*\*\* Other Redaction \*\*\*\*

Invoice Number: C087875

Invoice Date:

PO Number:

Check Number: 0229852

Check Amount: \$ 700.00

Check Date: 01/17/2018

Voucher Number: V0491314

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

College of DuPage - Accounts Payable  
Check Request Form  
revised 3/27/17

V491314

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 Vendor Payment - Check Request Procedure No. 10-65

Date: 1/11/2018  
Vendor ID: 1509341

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
IC-087875		05	60	11701	5309001	Other Contractual Services Exp	\$ 700.00
Grand Total							\$ 700.00

Check the appropriate box below and sign

- ☐ 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.

Payee Name: Jennifer Barrett  
  
Payee Address: 1576 Lavender Drive  
Romeoville, IL 60446

Other Instructions: Must have payment for performance on Jan 27, 2018.

Description on Check:

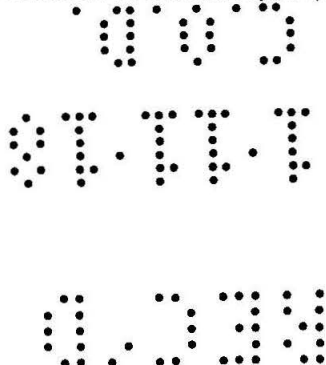
Soloist, "La Traviata" Opera, New Philharmonic Orchestra 01/02/18-01/28/18 75 Soloist NP18\_TRAVIAT

Approvals:

Prepared By: Ellen McGowan  
Signature: Ellen McGowan  
Payment Due: \_\_\_\_\_  
Board Approved Date: \_\_\_\_\_

Approved By: Ellen McGowan Date: 1/11/18  
Signature: Ellen McGowan  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Approved By Division VP: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)



VENDOR NUMBER  
**1509341**

AGREEMENT NUMBER: **C087875**

**\* Independent Contractor Agreement**


(Not to be used for contracts in excess of \$5,000.00)

*NP18-TRAVIATA*

ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
05	60	11701	5309001	700.00
APPROVED-Supervisor, Purchasing				DATE

*ok to pay per Bill R.*

**PART I. Complete PRIOR to performance of contractual services.**

Name JENNIFER BARRETT Tax I.D.  **X**  
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM).

Phone Number (847) 507-1599

(No college employee may be paid as an independent contractor.)

Street 1576 LAVENDER DRIVE

City, State, Zip Code ROMEDEVILLE, IL. 60446

Agrees to perform on SATURDAY, JAN. 27, 2018 AT 7:30 PM the following services for the College of DuPage:

*AND SUNDAY, JAN. 28, 2018 AT 3 PM. "LA TRAVIATA" ROLE OF ANNINA, IN ITALIAN. SING-THROUGH, TUESDAY, JAN. 2, 2018 AT 2 PM - ALL REHEARSALS/PERFORMANCES AT THE MC ANINCH ARTS CENTER. FEES \$350.00 PER PERFORMANCE FOR A TOTAL OF \$700.00.*

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 700.00 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he/she is self any insurance coverage such as workers compensation, medical, property & liability including aut

Please hold check for pickup by  
Ellen McGowan (x3009).

This is a "work for hire" agreement. All rights to materials produced or products from services rer perpetuity.

Need by:

*11/18/18*

Thank you!

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successi losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may ai

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

*Ellen McGowan*  
DEPARTMENT AUTHORIZED SIGNATOR

*11/11/18*  
DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.

(Must Check One)

☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contractual agreement.

*Jennifer Barrett*  
SIGNATURE OF INDEPENDENT CONTRACTOR

*11/4/17*  
DATE

**PART II. Complete AFTER performance of contractual services.**

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full. (Payment is to be made only after completion of the contractual service.)

*Ellen McGowan*  
COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

*Need check opening night of performance*

\*See board policy, procedures and instructions on reverse side.  
(This agreement is VOID if amount exceeds \$5,000.00)

Original forward to Accounts Payable; Blue; Purchasing Dept.; Yellow; Signator; Pink, Contractor

## Junokas, Molly

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**From:** Jennifer Barrett <jenbarrettmusic@gmail.com>  
**Sent:** Thursday, January 11, 2018 8:59 AM  
**To:** Junokas, Molly  
**Subject:** Re: Payroll for La Traviata at the MAC

Hi! I am an independent contractor.

Thanks,  
Jennifer

On Wed, Jan 10, 2018 at 10:30 AM, Junokas, Molly <junokasm@cod.edu> wrote:

Good morning!

I am emailing on behalf of the McAninch Arts Center, College of DuPage about your involvement in the New Philharmonic Orchestra's production of *La Traviata*. In order to process your payment for this work, we need to determine whether or not you are an Independent Contractor. An Independent Contractor runs a business and reports this income/these expenses at tax time using 1099 tax forms.

At the College of DuPage, payroll is processed differently for different classifications of employees, and you may have to fill out some additional paperwork if you are not a Contractor. The sooner you provide this information, the sooner we can process payroll.

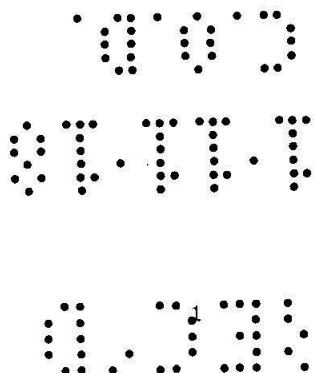
Please respond and indicate one of the following:

- 1.) YES, I am an Independent Contractor, and receive 1099s for tax purposes from other companies for the type of work that I am doing for *La Traviata*.
- 2.) NO, I am not an Independent Contractor. For my taxes, I only receive W2s for any work that I do.

If you are unsure about your answer, please feel free to call me or Ellen McGowan at 630-942-3009.

Thank you!

Molly Junokas



*Assistant Business Manager*

*McAninch Arts Center*

630-942-3042 | junokasm@cod.edu

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**Jennifer L. Barrett**

Professional Vocalist  
Private Voice Instructor  
Vocal Health Consultant

847-507-1599  
Facebook.com/JLBarrettSoprano  
Instagram: jenbarrettsoprano

COD  
T-T-T

REC'D

1509341

01/17/2018

0229852

C087875

V0491314

Soloist

0560117015309001

700.00

*Ellen M. Homan*  
*1/26/18*

700.00

0229852

PAY ONLY SEVEN HUNDRED AND 00/100 DOLLARS

01/17/2018

\$\*\*\*\*\*700.00

Jennifer L. Barrett  
1576 Lavender Dr  
Romeoville IL 60446