

Information:

Drawer: Finance

Number: **** FERPA Redaction ****

Name: **** FERPA Redaction ****

Invoice Number: C086953

Invoice Date:

PO Number:

Check Number: 0230364

Check Amount: \$ 400.00

Check Date: 01/25/2018

Voucher Number: V0491990

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

CHANGE PASSWORD

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT US

EMPLOYEES

Welcome Molly!

Voucher

Voucher Number V0491990

Voucher Amount \$400.00

Vendor ID and/or Name

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000

Voucher Date 01/23/18 Voucher Maintenance Date 01/23/18 Due Date 01/26/18

Invoice Number IC-086953 Invoice Date 01/23/18

Check/Transaction Number Paid Date

Created from Document

| Item Description | Vendor Item | Quantity | Unit of Issue | Price | Extended Price | GL Distribution | Invoice Number | Tax Codes | Tax Info | Comments |
|--------------------------|-------------|----------|---------------|----------|----------------|---|----------------|-----------|---------------|----------|
| Supertitles, New Phil La | | 1.000 | | 400.0000 | 400.00 | 05-60-11701-5309001 AUX New Philharmonic/DOT : Other Contractual Services Exp | IC-086953 | | 1099MI NEC IL | |

Comments

WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.

Supertitles, New Phil La Traviata

01/27-28/18

75 Supertitle Operator NP18_TRAVIAT

Approval Date

Next Approval

Ellen McGowan

OK

01/23/18

CHANGE PASSWORD

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT US

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

Need by: **ASAP**

Thank you!

000
01.00.1

0.034

*** Independent Contractor Agreement**

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

W9 1/21/18

MP-18-TRAINING

97
SUPERTITLE
OPERATOR
IC

| ACCOUNT NUMBER/AMOUNT | | | | |
|---------------------------------|----------|------------|---------|----------|
| FUND | FUNCTION | DEPARTMENT | OBJECT | AMOUNT |
| 05 | 60 | 11701 | 5309001 | 400.00 |
| APPROVED-Supervisor, Purchasing | | | | DATE |
| | | | | 01/23/18 |

PART I. Complete PRIOR to performance of contractual services.

Name _____

Phone _____

Street _____

City, State, Zip Code _____

Agrees to perform on SAT. JAN. 27, 2018 AT the following services for the College of DuPage:

7³⁰ PM AND SUN. JAN. 28, 2018 3⁰⁰ PM - TITLE CREATION AND
SUPERTITLE OPERATOR

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

The sum of \$ 400.00 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 employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property & liability including auto related to the above mentioned services.

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

☒ 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

1/21/18
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.

Copy of the contractual agreement.

1/21/2018

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

MUST HAVE CHECK
FOR PERFORMANCE
NIGHT! 01/27/18

*See board policy, procedures and instructions on rev
(This agreement is VOID if amount exceeds \$5,000)
Original forward to Accounts Payable; Blue, Purchasing Dept.; Yellow, Signator; Pink,

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

Need by: ASAP

Thank you!

Independent Contractors

I. Board Policy #15-465

Employee vs. Independent Contractor

The Board recognizes the need for and will compensate for personal services in accordance with the following criteria:

1. Individuals who offer their services to the public as a normal part of their business will be considered independent contractors.
2. Any person who is already an employee of the college cannot also be considered an independent contractor by the College of DuPage except for payments under intellectual property rights (Board Policy #15-195).
3. All other individuals under the direction of the college and paid by the college will be hired as employees through established procedures and paid through the payroll system.

II. Board Procedure for Policy #15-465

Agreements with independent contractors for services of \$5,000 or less will be arranged through use of an Independent Contractor Agreement. The Independent Contractor Agreement also serves as a requisition and requires proper budget accounts and approvals.

Agreements with independent contractors in excess of \$5,000 will be arranged through the use of an individualized contractual agreement. The development of the contract will be through the office of the Vice President of Administrative Affairs. A purchase order requisition must accompany the contractual agreement.

Only one payment is to be made for independent contractor services. This single payment will be made only after the completion of the contractual services.

Agreements with regular college employees for additional compensated services will be arranged through the appropriate college offices through the payroll system except for payments under intellectual property rights (Board Policy #15-195).

III. Instructions For Completion of Independent Contractor Agreement

A. PRIOR to Performance of Services

Complete Part I of the Agreement:

1. The attached FORM W-9 must be fully completed, signed, dated and returned with the Independent Contract Form in order for payment to be made.
2. Be sure that all applicable parts of the form are filled in; Obtain authorizations.
3. Always provide contractor with a copy of the agreement.

Wait to distribute other copies until after completion of Part II.

Payment will not be made unless contractor's original signature in ink appears on the agreement. Payment is to be made only after completion of the contractual service.

B. AFTER Performance of Services

Complete Part II of the Agreement:

1. College Authorized Signator must sign to indicate department's acknowledgement of satisfactory completion of contractual services.
2. Submit form to Purchasing Department, which will then begin processing and will forward to Accounts Payable for payment.
3. Independent contractors whose annual total payments equal or exceed \$600 in a calendar year or as directed by the Internal Revenue Service will be issued a Form 1099-MISC showing this total. A copy to the 1099-MISC will be forwarded to the Federal Government as required.

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: January 24, 2018
SUBJECT: Request for Manual Checks 7

Brian,

Please approve these manual check requests for payment to:

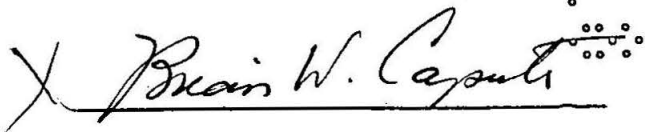
| | |
|---|---------|
| Basney, Nyela (Accompanist, New Phil La Traviata 01/27) | 228.00 |
| Dahl, Bryan (Soloist, New Phil La Traviata 01/27) | 800.00 |
| Hosack, Ian (Soloist, New Phil La Traviata 01/27) | 800.00 |
| [REDACTED] Supertitles, New Phil La Traviata 01/27) | 400.00 |
| Morrison, Erika L (Chorus, New Phil La Traviata 01/27) | 225.00 |
| Perry, Erin C (Chorus, New Phil La Traviata 01/27) | 225.00 |
| Ramsay, Scott (Soloist, New Phil La Traviata 01/27) | 4500.00 |

These vendors need payment on Saturday, January 27, for the New Philharmonic Opera.

Thank you for your help and understanding.

Ellen McGowan

Attachments

X 

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

0049524

01/25/2018

0230364

C086953

V0491990

Supertitles, New Phil La

0560117015309001

400.00

[Four large, curved, handwritten lines, likely a signature or scribble]

Ellen M. Loran

1/24/18

400.00

0230364

PAY ONLY FOUR HUNDRED AND 00/100 DOLLARS

01/25/2018

\$*****400.00

Mrs Janice J. Krischer
740 Sunset Dr
Naperville IL 60540