

Information:

Drawer: Finance

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

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

Invoice Number: C086945

Invoice Date:

PO Number:

Check Number: 0230365

Check Amount: \$ 225.00

Check Date: 01/25/2018

Voucher Number: V0491710

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

*Vendor*

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES

Welcome Molly!

## Voucher

Voucher Number V0491710  
Voucher Amount \$225.00  
Vendor ID and/or Name 1540549 Erika L. Morrison

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000  
Voucher Date 01/17/18 Voucher Maintenance Date 01/17/18 Due Date 01/26/18  
Invoice Number IC-086945 Invoice Date 01/17/18  
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
Chorus, New Phil La		1.000		225.0000	225.00	05-60-11701-5309001 AUX New Philharmonic/DOT : Other Contractual Services Exp	IC-086945		1099MI NEC IL	

### Comments

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

Chorus, New Phil La Traviata  
01/27-28/18  
63 Chorus NP18\_TRAVIAT

Approval Date Next Approval

*Ellen McGowan*

OK

01/17/18

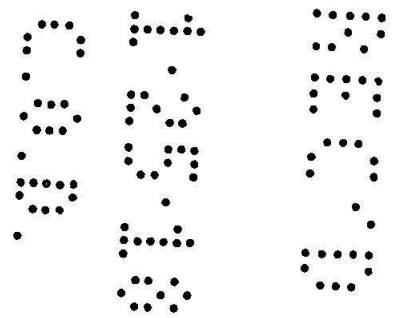
CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

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

Need by:

*ASAP*

Thank you!



**\* Independent Contractor Agreement**

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

NP18-TRAVIAT

63

IC

ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
05	60	11701	5309001	225.00
APPROVED-Supervisor, Purchasing				DATE
				01/17/18

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

Name ERIKA MORRISON Tax I.D. #/S.S. # [REDACTED]

(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM).

Phone Number (708) 522-8350

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

Street 1 S 730 MANCHESTER LANE

City, State, Zip Code WARRENVILLE, IL. 60555

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

AND SUNDAY, JAN. 28, 2018 AT 3 PM "LA TRAVIATA" CHORUS MEMBER REHEARSAL SCHEDULE UNDER SEPARATE COVER - SING IN ITALIAN - FEE \$225.00, ALL INCLUSIVE

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

The sum of \$ 225.00 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 is responsible for obtaining any insurance coverage such as workers compensation, medical, property & liability including a general liability policy.

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

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

☒ 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

10/11/17  
DATE

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

Need by: ASAP  
01/26/18 Thank you!

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.

[Signature]  
SIGNATURE OF INDEPENDENT CONTRACTOR

10/10/2017  
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~~ \* See board policy, procedures and instructions on reverse side.  
(This agreement is VOID if amount exceeds \$5,000.00)

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

~~DATE 01/27/18~~

## **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:

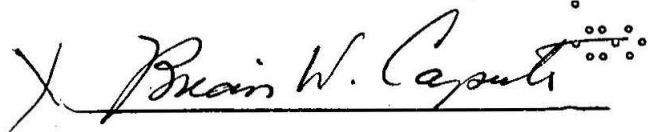
Basney, Nyela (Accompanist, New Phil La Traviata 01/27)	228.00
Dahl, Bryan (Soloist, New Phil La Traviata 01/27)	800.00
Hosack, Ian (Soloist, New Phil La Traviata 01/27)	800.00
Krischer, Jan (Supertitles, New Phil La Traviata 01/27)	400.00
Morrison, Erika L (Chorus, New Phil La Traviata-01/27)	225.00
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

A handwritten signature in black ink that reads "Brian W. Caputo". The signature is written over a horizontal line and includes a large "X" mark at the beginning.

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

1540549

01/25/2018

0230365

C086945

V0491710

Chorus, New Phil La

0560117015309001

225.00

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

225.00

0230365

PAY ONLY TWO HUNDRED TWENTY FIVE AND 00/100 DOLLARS

01/25/2018

\$\*\*\*\*\*225.00

Erika L. Morrison  
18730 Manchester Ln  
Warrenville IL 60555