

Information:

Drawer: Finance

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

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

Invoice Number: C087881

Invoice Date:

PO Number:

Check Number: 0230377

Check Amount: \$ 800.00

Check Date: 01/25/2018

Voucher Number: V0492250

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

01/25/2018

0230377

1540553

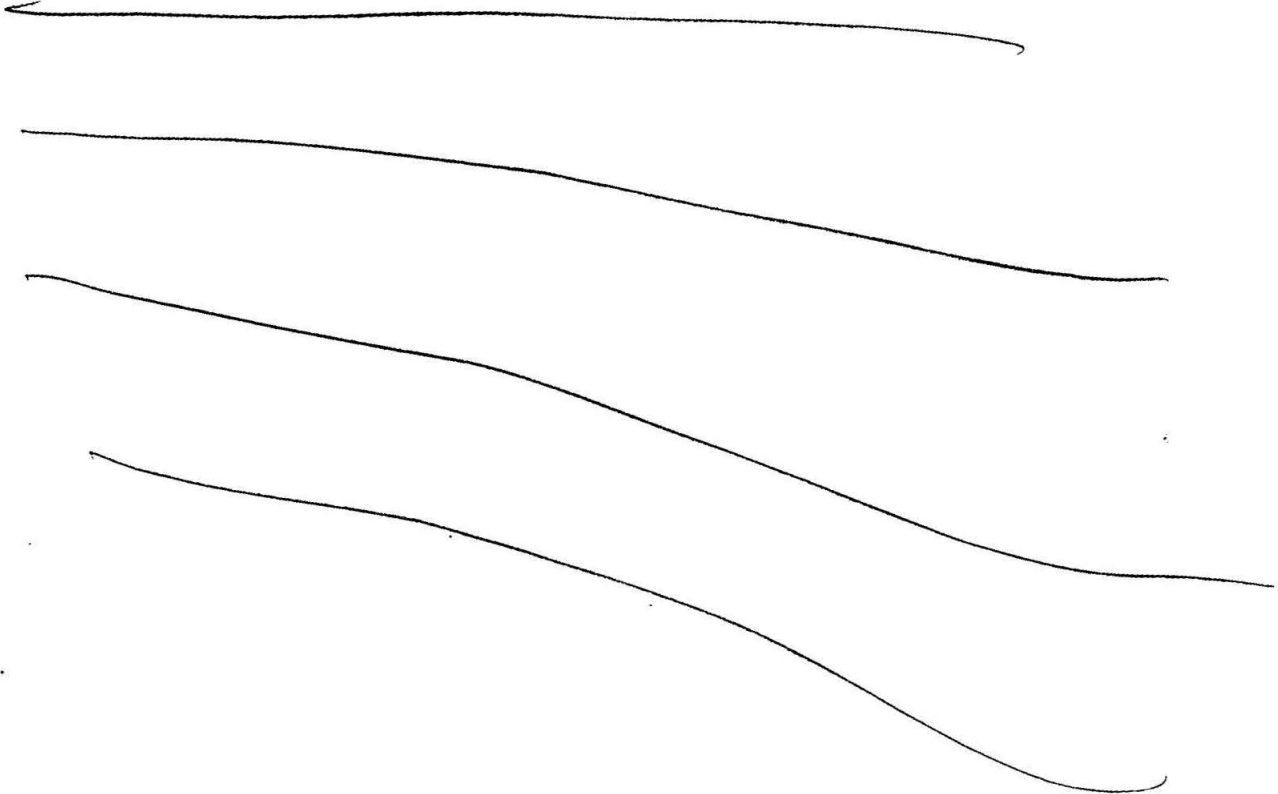
800.00

0560117015309001

Soloist

V0492250

087881



800.00

Ellen M. Hansen
1/26/18

0230377

\$*****800

PAY ONLY EIGHT HUNDRED AND 00/100 DOLLARS

01/25/2018

Bryan Dahl
1135 W Pratt Blvd #805
Chicago IL 60626

V492250

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

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: 1/17/2018
Vendor ID: 1540553

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
IC-087881		05	60	11701	5309001	Other Contractual Services Exp	\$ 800.00
Grand Total							\$ 800.00

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: Bryan Dahl

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

Payee Address: 1135 W Pratt Blvd #805
Chicago, IL 60626

Description on Check:

Soloist, "La Traviata" Opera, New Philharmonic Orchestra 01/27/18-01/28/18 75 Soloist NP18_TRAVIAT

Approvals:

Prepared By: Ellen McGowan

Approved By: Ellen McGowan

Date:

Signature: Ellen McGowan

Signature: Ellen McGowan

1/18/18

Payment Due: _____

Approved By:

Date:

Board Approved Date: _____

Signature:

Approved By Division VP:

Date:

Signature: _____

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

01521

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

Need by:

ASAP

Thank you!

0.034

*** Independent Contractor Agreement**

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

NP18-TRAVIAT

NP

75

IC

VENDOR NUMBER
1540553

AGREEMENT NUMBER: C087881

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
05	60	11701	5309001	\$800.00
APPROVED-Supervisor, Purchasing				DATE 01/17/18

PART I. Complete PRIOR to performance of contractual services.

Name BRYAN DAHL

Tax I.D. #/S.S. #

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

Phone Number 510 1847-0953

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

Street A 1135 W. Pratt Blvd #805

City, State, Zip Code A Chicago IL 60626

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

AND SUNDAY, JAN. 28, 2018 AT 3:00 PM "LA TRAVIATA" SUNO IN ITALIAN - ROLE OF ~~DOCTORA GRENVILLE~~ ALL REHEARSALS AND PERFORMANCES AT THE MCANINCH ARTS CENTER. FEE IS \$400.00 APERFORMANCE, ALL INCLUSIVE

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

The sum of \$ 800 will be paid to the independent contractor upon completion of the s all taxes related to income from the above services. The contractor understands that he/she is self er any insurance coverage such as workers compensation, medical, property & liability including auto i

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

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

Contractor will be responsible for
Please hold check for pickup by
Ellen McGowan (x3009).

Need by: ASAP

1/27/18 Thank you!

☒ 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

1/27/18
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.

[Signature]
SIGNATURE OF INDEPENDENT CONTRACTOR

1-7-2017
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 1/29/18

COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

MUST HAVE CHECK
BY PERFORMANCE
NIGHT 01/27/18

*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

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:

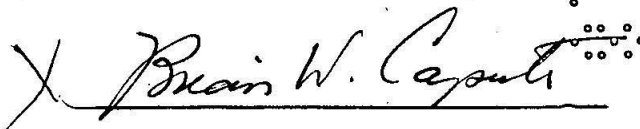
Basney, Nyela (Accompanist, New Phil La Traviata 01/27)	228.00
Dahl, Bryan (Soloist, New Phil La Traviata 01/27)	800.00
Hosack, Ian (Soloist, New Phil La Traviata 01/27)	800.00
Krischer, Jan (Supertitles, New Phil La Traviata 01/27)	400.00
Morrison, Erika L (Chorus, New Phil La Traviata 01/27)	225.00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



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