

Information:

Drawer: Finance

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

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

Invoice Number: C086992

Invoice Date:

PO Number:

Check Number: E0064797

Check Amount: \$ 1,000.00

Check Date: 01/10/2018

Voucher Number: V0490481

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

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

VENDOR
STU

V496481

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: 11/16/2017
Vendor ID: [REDACTED]

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
IC-086992		05	60	11601	5309001	Other Contractual Services Exp	\$ 1,000.00
Grand Total							\$ 1,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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:



Other
Instructions:

Payee Address:

Description on Check:

Videography for "Nat Geo: Exploring Mars TV Spot" 12/19/17 86 Videographer TR18_NATGEO2
Videography for "Dublin Irish Dance TV Spot" 12/19/17 86 Videographer TR18_DUBLIN

Approvals:

Prepared By: Ellen McGowan
Signature: Ellen McGowan
Payment Due: _____
Board Approved Date: _____

Approved By: Ellen McGowan Date: _____
Signature: Ellen McGowan 12/20/17
Approved By: _____ Date: _____
Signature: Donna Stewart 12/21/17
Approved By Division VP: _____ Date: _____
Signature: _____

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

11.22.17

0.334

86

VENDOR NUMBER		AGREEMENT NUMBER: C086992	
AMOUNT			
FUND	FUNCTION	DEPARTMENT	OBJECT
05	60	11601	5309001
			AMOUNT \$1000.00
APPROVED—Supervisor, Purchasing			DATE
			12/20/17

*** Independent Contractor Agreement** VIDEOGRAPHER

TR18-NATGEO2
 TR18-DUBLIN

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

OK to pay-on FC review list

PART I. Complete PRIOR to performance of contractual services.

Name

Phone

Street

City,

Agrees to perform on 12/19/2017 the following services for the College of DuPage:
 DATE (S)

VIDEOGRAPHER — "NATGEO: EXPLORING MARS TV SPOT"
"DUBLIN IRISH DANCE TV SPOT"

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

The sum of \$ 1000.00 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 M. Moran 12-18-17
 DEPARTMENT AUTHORIZED SIGNATOR 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 to provide a copy of the contractual agreement.

12-22-2017
 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.)

COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

*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.

REC'D

Presto Productions

PO BOX 821

Downers Grove IL 60515



www.prestoproductions.com

McAninch Arts Center
Ellen McGowan
425 Fawell Boulevard
Glen Ellyn IL 60137

INVOICE #	2010472
INVOICE Date	December 19, 2017
Balance Due (USD)	\$1,000.00

Item	Description	Unit Cost	Quantity	Line Total
Video Editing	Nat Geo: Exploring Mars TV Spot	500.00	1	500.00
Video Editing	Dublin Irish Dance TV Spot	500.00	1	500.00
Total				1,000.00
Amount Paid				0.00
Balance Due (USD)				\$1,000.00

Terms

Due on receipt

05-60-11601-5309001
86 VIDEOGRAPHER

TR18-NATGEOD2 (\$500.00)
TR18-DUBLIN (\$500.00)

Ellen McGowan

12/20/17

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11.22.17
0.034