

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: BTEREV010318

Invoice Date: 01/03/18

PO Number:

Check Number: E0064808

Check Amount: \$ 1,295.25

Check Date: 01/10/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0490726

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

ACH #11

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: 1/3/2018
Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREVO10318		05	60	11101	2900005	Art Center Deposit Liability	\$ 1,295.25
Grand Total							\$ 1,295.25

--- \$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: Buffalo Theatre Ensemble Corp

Other Instructions: ACH on 01/12/18

Payee Address: 415 Melrose Ave
Glen Ellyn, IL 60137

Description on Check:

Revenue Disbursement #11 BTE 2017/18 Deposits 11/20/17 to 12/17/17 Revenue from MAC ticket sales for BTE Plays owed to BTE.

Approvals:

Prepared By: Ellen McGowan Approved By: Ellen McGowan Date: 1/3/18
Signature: Ellen McGowan
Payment Due: 1/12/2018 Approved By: Donna Stewart Date: 1/4/18
Board Approved Date: _____ Signature: _____ Date: _____

Approved By Division VP:

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

BTE REVENUE TRACKING								BTREV010318							
FY18								Payment expected 01/12/18							
	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	BOX OFFICE DEPOSIT DATE	BOX OFFICE DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE				
					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%						
	12/13/2017	1,042.85	11/20/17-11/26/17	74.00		74.00	71.78		2.22			1A			
			11/27/17-12/3/17	894.85		894.85	868.00		26.85			1B			
			12/11/17-12/17/17	74.00		74.00	71.78		2.22			1C			
	12/19/2017	292.35	12/4/2017-12/10/17	288.65		288.65	279.99		8.66			2A			
			12/15/17-12/17/17	3.70	3.70							2B			
Total Settlement 01/03/18		1,335.20		1,335.20	3.70	1,331.50	1,291.55	-	39.95	1,295.25	1,335.20				
11/20/17 to 12/17/17		-													

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EMPLOYEES

Welcome Ellen!

Actuals

Fiscal Year 2018
 GL Account 05-60-11101-2900005
 GL Account Description AUX Buffalo Theatre : Art Center Deposit Liability

Date Range 07/01/17 - 06/30/18

Reference No.	Date	Source	Description	Amount
A000032370	12/19/17	CR Cash Receipts	Summary for session 42798	292.35-
J018441	12/15/17	JE General Journal	Mv BTE CC Chrgs to MAC OH	1,888.17
<u>V0489739</u>	12/14/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	185.08
A000032298	12/13/17	CR Cash Receipts	Summary for session 42724	1,042.85-
A000032242	12/08/17	CR Cash Receipts	Summary for session 42655	70.00-
A000032142	11/30/17	CR Cash Receipts	Summary for session 42544	120.80-
<u>V0488304</u>	11/29/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	308.46
<u>V0487686</u>	11/20/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	469.62
A000031954	11/15/17	CR Cash Receipts	Summary for session 42319	318.00-
A000031870	11/09/17	CR Cash Receipts	Summary for session 42223	480.80-
<u>V0485775</u>	11/08/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	619.75
A000031749	10/31/17	CR Cash Receipts	Summary for session 42098	175.00-
<u>V0484026</u>	10/30/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	5,303.05
<u>V0484009</u>	10/30/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	24,493.16
A000031680	10/27/17	CR Cash Receipts	Summary for session 42010	450.00-
A000031554	10/19/17	CR Cash Receipts	Summary for session 41875	4,531.80-
A000031541	10/18/17	CR Cash Receipts	Summary for session 41859	907.20-

2 Arb

✓
✓

1 Arb

<u>V0477229</u>	10/13/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	1,302.80
A000031462	10/12/17	CR Cash Receipts	Summary for session 41768	420.50-
A000031459	10/12/17	CR Cash Receipts	Summary for session 41761	7,375.05-
A000031438	10/11/17	CR Cash Receipts	Summary for session 41738	1,774.30-
A000031432	10/11/17	CR Cash Receipts	Summary for session 41732	15,612.95-
A000031359	10/05/17	CR Cash Receipts	Summary for session 41647	1,302.80-
<u>V0474726</u>	09/28/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	12,981.53
<u>V0474294</u>	09/26/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	22,940.85
A000031170	09/22/17	CR Cash Receipts	Summary for session 41432	2,898.80-
A000031121	09/19/17	CR Cash Receipts	Summary for session 41373	6,969.10-
A000031070	09/15/17	CR Cash Receipts	Summary for session 41314	195.50-
A000031055	09/14/17	CR Cash Receipts	Summary for session 41299	3,187.80-
<u>V0472973</u>	09/14/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	29,093.25
A000030892	09/05/17	CR Cash Receipts	Summary for session 41118	92.50-
A000030827	08/30/17	CR Cash Receipts	Summary for session 41049	1,866.00-
A000030712	08/23/17	CR Cash Receipts	Summary for session 40926	2,282.55-
A000030592	08/16/17	CR Cash Receipts	Summary for session 40783	15,256.00-
A000030484	08/09/17	CR Cash Receipts	Summary for session 40661	211.85-
A000030385	08/02/17	CR Cash Receipts	Summary for session 40549	122.50-
A000030374	07/31/17	CR Cash Receipts	Summary for session 40564	222.30-
A000030333	07/31/17	CR Cash Receipts	Summary for session 40494	1,885.95-
A000030280	07/26/17	CR Cash Receipts	Summary for session 40434	138.25-
A000030279	07/26/17	CR Cash Receipts	Summary for session 40432	84.00-
A000030228	07/24/17	CR Cash Receipts	Summary for session 40377	822.30
A000030209	07/20/17	CR Cash Receipts	Summary for session 40340	168.00-
<u>V0462166</u>	07/20/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	6,453.37
A000030187	07/19/17	CR Cash Receipts	Summary for session 40320	1,044.80-
A000030183	07/19/17	CR Cash Receipts	Summary for session 40315	822.30-
A000030164	07/18/17	CR Cash Receipts	Summary for session 40295	240.80-

<u>V0459487</u>	07/03/17	PJ Purchase Journal	Chicago Symphony Orchestra	89.81-
<u>V0459487</u>	07/03/17	PJ Purchase Journal	Chicago Symphony Orchestra	89.81
YE-OB	07/01/17	AA Actual Open Balance	Opening Balance	36,455.49-
J017407	07/01/17	JE General Journal	Adj Wires rec'd FY17 rcrd FY18	822.30

Document subtotal before 07/01/17

Document subtotal after 06/30/18

1,335.20-

Actuals pending posting 0.00

Document subtotal before 07/01/17 0.00

Document subtotal after 06/30/18 0.00

Grand Total 1,335.20-

Send to email ☐

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FOR ELLEN

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: ~~11/20/17~~ 11/26/17

Received from: Julie Elges

Prepared By: Jen Berosek

Credit Card

Department: Arts Center Ticket Office

ACH PAYMENT 36,161.48

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION	
05	60	11101	2900005	74.00	BTE Ticket Revenue FY18	Session
05	60	11101	2900005	0.00	BTE Donations	42724
05	60	11301	2900006	(42.65)	Gift Certificates	
05	60	11301	4509033	2,358.00	Handling Charge	
05	60	11301	5904001	(1,175.28)	Credit Card Fees	
05	60	11401	2900005	1,575.00	Rental Ticket Revenue	
05	60	11401	4600001	0.00	Facility Rental Deposit	
05	60	11601	4509001	0.00	TOURING Advertising Revenue	
05	60	11701	4509001	0.00	NEW PHIL Advertising Revenue	
05	60	11601	4509034	25,997.31	Touring Ticket Rev FY 18	
05	60	11601	4509027	40.00	School Stage Touring	
05	60	11701	4509034	720.40	NP Ticket Revenue FY 18	
05	60	11701	4509028	4,325.70	NP New Year's Eve Ticket Revenue FY18	
01	30	12181	4509034	28.00	College Choral	
01	30	12211	4509034	0.00	College Dance	
01	30	12241	4509034	59.00	College Band	
01	30	12271	4509034	42.00	College Theatre	
05	60	11301	2900005	0.00	MLK Breakfast	
05	60	11201	2900005	352.00	Arts Center Friends \$50+	
05	60	11701	2900005	0.00	New Phil Friends \$50+	
05	60	11201	4509034	0.00	Hamilton	
05	60	11201	4509034	1,568.00	Escape to Margaritaville	
05	60	11301	4509021	222.23	VIP Experience	
05	60	11301	2900002	17.77	VIP Experience Sales Tax	
TOTAL				36,161.48		

FOR ELLEN

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 11/27/17 ~ 12/3/17

Received from: Julie Elges

Prepared By: Jen Berosek

Credit Card

Department: Arts Center Ticket Office

ACH PAYMENT 70,105.64

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION	
05	60	11101	2900005	894.85	BTE Ticket Revenue FY18	Session 42724
05	60	11101	2900005	0.00	BTE Donations	
05	60	11301	2900006	78.75	Gift Certificates	
05	60	11301	4509033	6,149.55	Handling Charge	
05	60	11301	5904001	(2,366.96)	Credit Card Fees	
05	60	11401	2900005	2,277.00	Rental Ticket Revenue	
05	60	11401	4600001	0.00	Facility Rental Deposit	
05	60	11601	4509001	0.00	TOURING Advertising Revenue	
05	60	11701	4509001	0.00	NEW PHIL Advertising Revenue	
05	60	11601	4509034	46,426.90	Touring Ticket Rev FY 18	
05	60	11601	4509027	1,352.00	School Stage Touring	
05	60	11701	4509034	1,614.50	NP Ticket Revenue FY 18	
05	60	11701	4509028	11,003.05	NP New Year's Eve Ticket Revenue FY18	
01	30	12181	4509034	1,638.00	College Choral	
01	30	12211	4509034	0.00	College Dance	
01	30	12241	4509034	441.00	College Band	
01	30	12271	4509034	42.00	College Theatre	
05	60	11301	2900005	60.00	MLK Breakfast	
05	60	11201	2900005	44.00	Arts Center Friends \$50+	
05	60	11701	2900005	0.00	New Phil Friends \$50+	
05	60	11201	4509034	0.00	Hamilton	
05	60	11201	4509034	201.00	Escape to Margaritaville	
05	60	11301	4509021	231.47	VIP Experience	
05	60	11301	2900002	18.53	VIP Experience Sales Tax	
TOTAL				70,105.64		

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

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College of DuPage Date: ~~12/11/17~~ 12/17/17

Received from: Julie Elges

Prepared By: Jen Berosek

☐ Credit Card

Department: Arts Center Ticket Office

ACH PAYMENT 39,580.25

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION	
05	60	11101	2900005	74.00	BTE Ticket Revenue FY18	Session
05	60	11101	2900005	0.00	BTE Donations	42724
05	60	11301	2900006	1,114.70	Gift Certificates	
05	60	11301	4509033	2,341.00	Handling Charge	
05	60	11301	5904001	(1,278.40)	Credit Card Fees	
05	60	11401	2900005	1,140.00	Rental Ticket Revenue	
05	60	11401	4600001	0.00	Facility Rental Deposit	
05	60	11601	4509001	0.00	TOURING Advertising Revenue	
05	60	11701	4509001	0.00	NEW PHIL Advertising Revenue	
05	60	11601	4509034	21,985.40	Touring Ticket Rev FY 18	
05	60	11601	4509027	480.00	School Stage Touring	
05	60	11701	4509034	959.50	NP Ticket Revenue FY 18	
05	60	11701	4509028	7,270.45	NP New Year's Eve Ticket Revenue FY18	
01	30	12181	4509034	0.00	College Choral	
01	30	12211	4509034	0.00	College Dance	
01	30	12241	4509034	10.80	College Band	
01	30	12271	4509034	32.00	College Theatre	
05	60	11301	2900005	180.00	MLK Breakfast	
05	60	11201	2900005	1,500.80	Arts Center Friends \$50+	
05	60	11701	2900005	0.00	New Phil Friends \$50+	
05	60	11201	4509034	3,640.00	Hamilton	
05	60	11201	4509034	0.00	Escape to Margaritaville	
05	60	11301	4509021	120.37	VIP Experience	
05	60	11301	2900002	9.63	VIP Experience Sales Tax	
TOTAL				39,580.25		

FOR ELLEN

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 12/4/17 - 12/10/17

Received from: Julie Elges

Prepared By: Jen Berosek

Credit-Card

Department: Arts Center Ticket Office

2A

ACH PAYMENT 42,933.30

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION	Session 42798
05	60	11101	2900005	288.65	BTE Ticket Revenue FY18	
05	60	11101	2900005	0.00	BTE Donations	
05	60	11301	2900006	56.50	Gift Certificates	
05	60	11301	4509033	2,954.20	Handling Charge	
05	60	11301	5904001	(1,394.05)	Credit Card Fees	
05	60	11401	2900005	1,820.00	Rental Ticket Revenue	
05	60	11401	4600001	0.00	Facility Rental Deposit	
05	60	11601	4509001	0.00	TOURING Advertising Revenue	
05	60	11701	4509001	0.00	NEW PHIL Advertising Revenue	
05	60	11601	4509034	27,601.00	Touring Ticket Rev FY 18	
05	60	11601	4509027	856.00	School Stage Touring	
05	60	11701	4509034	711.60	NP Ticket Revenue FY 18	
05	60	11701	4509028	6,711.00	NP New Year's Eve Ticket Revenue FY18	
01	30	12181	4509034	228.00	College Choral	
01	30	12211	4509034	0.00	College Dance	
01	30	12241	4509034	633.20	College Band	
01	30	12271	4509034	121.20	College Theatre	
05	60	11301	2900005	0.00	MLK Breakfast	
05	60	11201	2900005	540.00	Arts Center Friends \$50+	
05	60	11701	2900005	0.00	New Phil Friends \$50+	
05	60	11201	4509034	1,560.00	Hamilton	
05	60	11201	4509034	0.00	Escape to Margaritaville	
05	60	11301	4509021	227.78	VIP Experience	
05	60	11301	2900002	18.22	VIP Experience Sales Tax	
TOTAL				42,933.30		

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

7.8

College of DuPage	Date: 12/15/17-12/17/17			
Received from: Julie Elges	Cash:	432.60	AmEx:	0.00
Prepared By: Jen Berosek			Discover:	0.00
Department: Arts Center Ticket Office	Checks:	0.00	Mastercard:	0.00
			Visa:	0.00
		TOTAL CASH/CHECKS: 432.60	TOTAL CREDIT:	0.00

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION	session 42798
05	60	11101	2900005	\$ 3.70	BTE Ticket Revenue	
05	60	11101	2900005	\$ -	BTE Donations	
05	60	11301	2900006	\$ -	Gift Certificates	
05	60	11301	4509033	\$ 28.00	Handling Charge	
05	60	11401	2900005	\$ -	Rental Ticket Revenue	
05	60	11401	4600001	\$ -	Facility Rental Deposit	
05	60	11601	4509001	\$ -	TOURING Advertising Revenue	
05	60	11701	4509001	\$ -	NEW PHIL Advertising Revenue	
05	60	11601	4509034	\$ 174.40	Touring Ticket Rev	
05	60	11601	4509027	\$ -	School Stage Touring	
05	60	11701	4509034	\$ 220.00	New Phil CLASSICS	
05	60	11701	4509028	\$ 6.50	New Phil POPS	
01	30	12181	4509034	\$ -	College Choral	
01	30	12211	4509034	\$ -	College Dance	
01	30	12241	4509034	\$ -	College Band	
01	30	12271	4509034	\$ -	College Theatre	
05	60	11201	4509034	\$ -	Hamilton TiX Rev	
05	60	11201	4509034	\$ -	Escape to Margaritaville Tix Rev	
05	60	11301	2900005	\$ -	MLK Breakfast	
05	60	11201	2900005	\$ -	Arts Center Friends \$50+	
05	60	11701	2900005	\$ -	New Phil Friends \$50+	
05	60	11301	4509021	\$ -	VIP Experience	
05	60	11301	2900002	\$ -	VIP Experience Sales Tax	
TOTAL				432.60		