

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1547006

Vendor Name: RBH Brewery Inc

Invoice Number: 040618

Invoice Date: 04/05/18

PO Number:

Check Number: 0234659

Check Amount: \$ 340.00

Check Date: 04/06/2018

Department ID: 11301

Reviewer Name:

Voucher Number: V0507927

Redaction Type: None

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

Document Below

Brian W. Caputo  
Ellen McGowan  
Business Manager, Arts Center  
April 5, 2018

Please approve this manual check request for payment to:

RBH Brewery Inc (Hofbrauhaus)	340.00
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This payment is for concessions for resale purchase for the New Phil concerts this weekend (4/7 & 4/8). We need to pay at time of delivery.

Thank you for your help and understanding.

Ellen McGowan

## Attachments

URGENT

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

**Need by:**

4/6/18

**Thank you!**

X Ronan W. Caputo

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

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EMPLOYEES

Welcome Ellen!

**Voucher**

Voucher Number V0507927  
Voucher Amount \$340.00  
Vendor ID and/or Name 1547006 RBH Brewery Inc

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000  
Voucher Date 04/05/18 Voucher Maintenance Date 04/05/18 Due Date 04/06/18  
Invoice Number 040618 Invoice Date 04/05/18  
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
<a href="#">Concessions for Resale</a>		1.000		340.0000	340.00	05-60-11301-5408001 AUX MAC Operations : Purchase for Resale	040618			

**Comments**

Concession for Resale  
New Phil Beethoven  
NONE  
67 Foods General 220.00  
61 Beer/Wine 120.00

Approval Date      Next Approval

*Ellen Mc Gowan*      4/5/18

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Voucher # V# 507927



HOFBRÄUHAUS  
CHICAGO  
— ROSEMONT —

## Catering Order

040618

Group Name/Contact name- College of DuPage -Beethoven Production – Roland Raffel

Email: raffle@cod.edu

Delivery Address – McAninch Arts Center

Type of event/size- N/A

Performances – Saturday, 4/7/18 and Sunday 4/8/18 - Event Time – 7pm

Date Needed and Delivery Time- Friday, 4/6/18 @ 3:00pm

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1 Case - Freshly Baked Pretzels (90 pretzels/ case)	\$ 120.00
2 Cases –Apple Strudel	\$ 100.00
1 Gallon – Vanilla Sauce	\$ .00
1 Full Keg – Lager	\$ 120.00

HB Coasters, Banners, decorations and 16 oz Cups included – no charge

Ellen M. Nowak  
4/5/18

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TOTAL: \$340.00

Client is tax Exempt

Client to pay with a Check Upon Drop-Off

05-60-11301-5408001 \$340.00

67 Foods/General \$220.00

61 Beer/Wine \$120.00

MEMO TO: Dr. Ann Rondeau

FROM: Ellen McGowan  
Business Manager, Arts Center

DATE: June 26, 2017

SUBJECT: Approval for MAC Alcohol Purchase

Dr. Rondeau,

Per Ellen Roberts, we must have the President's permission to sell alcoholic products, based on Administrative Policy 15-30. This policy states: "As a general policy, alcoholic beverages are not to be served on College premises. Upon specific authorization by the College President, pursuant to exceptions to the general policy may be made." Ellen Roberts interprets this policy to mean that the President must authorize the serving of alcohol on College premises, including purchases for resale.

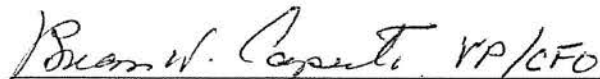
As College of DuPage has a State of Illinois liquor license to sell alcohol at events, the MAC needs to move forward with sales of alcohol at all MAC events for Fiscal Year 2018. This revenue will be approximately \$102,000 for FY18 with a product cost of around \$39,000 from a variety of vendors, including Breakthru, Euclid, Superior Beverage, Southern Wine and Spirits, and a few others. No one vendor alone is \$25,000 or more; therefore, Board approval is not required.

There are blanket orders and individual invoices that must be paid for which Ellen Roberts requests you sign off. The MAC requests that you give us a 'blanket permission' to sell and pay for all invoices of alcohol purchases for resale at the MAC for FY17. The MAC will then attach this document to all future purchase/blanket orders and invoices.

Thank you for your approval.

Ellen McGowan

I authorize the MAC to sell/serve alcohol products at all MAC events for Fiscal Year 2018 under the State of Illinois liquor license issued to College of DuPage.

  
On behalf of  
Dr. Ann Rondeau  
President  
College of DuPage

6/30/17  
Date

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From: marekr@cod.edu  
Sent: Fri Apr 06 08:25:39 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: Scanned from a Xerox Multifunction Device  
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Bobby Marek Accounts Payable Team Leader Cash Disbursements/Payroll Department College of DuPage  
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599 phone 630-942-2229 l marekr@cod.edu  
-----Original Message----- From: marekr@cod.edu Sent: Friday, April 6, 2018 8:19 AM To: Marek, Robert  
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