

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: BTEREV040218

Invoice Date: 04/02/18

PO Number:

Check Number: E0066409

Check Amount: \$ 906.27

Check Date: 04/11/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0508176

Redaction Type: None

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

Document Below

ACH #21

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: 4/2/2018  
Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREV040218		05	60	11101	2900005	Art Center Deposit Liability	\$ 906.27

Grand Total \$ 906.27

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. Consistently payments 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.

**AP VERIFIED**  
**04/09/18 - MARIA ZERRUDO**

Payee Name: Buffalo Theatre Ensemble Corp

Other  
Instructions:

ACH on 04/13/18

Payee Address: 415 Melrose Ave  
Glen Ellyn, IL 60137

Description on Check:

Revenue Disbursement #21 BTE 2017/18 Deposits 03/12/18 to 03/18/18 Revenue from MAC ticket sales for BTE Plays owed to BTE.

Approvals:

Prepared By: Ellen McGowan

Approved By: Ellen McGowan

Date:

Signature:

Ellen McGowan

Signature:

Ellen McGowan

4/2/18

Payment Due:

4/13/2018

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](mailto:acctpay@cod.edu)

019 4

0.034

<b>BTE REVENUE TRACKING</b>								<b>BTEREV040218</b>						
<b>FY18</b>								<b>Payment expected 04/13/18</b>						
	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	BOX OFFICE DEPOSIT DATE	BOX OFFICE DEPOSIT	REVENUE			GC CHARGES TO MAG	REVENUE TO BTE	BALANCE				
					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%					
	3/28/2018	934.30	03/12/18-03/18/18	934.30		934.30	906.27		28.03		1			
<b>Total Settlement 04/02/18</b>		934.30		934.30		934.30	906.27		28.03	906.27	934.30			
<b>3/12/18 to 3/18/18</b>														

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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
A000033654	03/28/18	CR Cash Receipts	Summary for session 44256	934.30-
<u>V0507242</u>	03/28/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	4,305.72
A000033576	03/22/18	CR Cash Receipts	Summary for session 44166	3,936.00-
A000033570	03/21/18	CR Cash Receipts	Summary for session 44161	487.80-
<u>V0501669</u>	03/21/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	690.10
<u>V0500980</u>	03/16/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	3,223.05
A000033490	03/15/18	CR Cash Receipts	Summary for session 44074	212.40-
A000033461	03/14/18	CR Cash Receipts	Summary for session 44041	477.70-
<u>V0499781</u>	03/08/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	2,833.55
A000033348	03/06/18	CR Cash Receipts	Summary for session 43913	3,237.05-
A000033305	03/02/18	CR Cash Receipts	Summary for session 43868	74.00-
<u>V0498723</u>	02/28/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	5,362.34
A000033244	02/27/18	CR Cash Receipts	Summary for session 43800	2,786.50-
A000033242	02/27/18	CR Cash Receipts	Summary for session 43798	126.00-
<u>V0497272</u>	02/23/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	559.50
A000033180	02/22/18	CR Cash Receipts	Summary for session 43725	927.50-
A000033153	02/20/18	CR Cash Receipts	Summary for session 43691	4,576.35-

A000033071	02/14/18	CR Cash Receipts	Summary for session 43594	300.50-
J018714	02/12/18	JE General Journal	CE ticket sales for class	259.00-
<u>V0495647</u>	02/08/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	354.00
<u>V0495544</u>	02/08/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	1,194.41
A000032888	01/31/18	CR Cash Receipts	Summary for session 43370	361.50-
A000032850	01/29/18	CR Cash Receipts	Summary for session 43327	281.25-
<u>V0492219</u>	01/24/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	750.28
A000032769	01/23/18	CR Cash Receipts	Summary for session 43241	950.10-
A000032564	01/09/18	CR Cash Receipts	Summary for session 43017	697.20-
<u>V0490726</u>	01/08/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	1,295.25
A000032496	01/04/18	CR Cash Receipts	Summary for session 42934	74.00-
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-
<u>V0477229</u>	10/13/17	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	1,302.80
A000031462	10/12/17	CR Cash Receipts		420.50-

			Summary for session 41768	
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-

V0459487	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

1,466.15-

Actuals pending posting 0.00

Document subtotal before 07/01/17 0.00

Document subtotal after 06/30/18 0.00

Grand Total 1,466.15-

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For Ellen

## RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 3/12/18-3/18/18

(1)

Received from: Julie Elges

Prepared By: Jen Berosek

Credit Card

Department: Arts Center Ticket Office

ACH PAYMENT 11,175.11

Session 44256

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	934.30	BTE Ticket Revenue FY18
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	1,284.50	Handling Charge
05	60	11301	5904001	(371.49)	Credit Card Fees
05	60	11401	2900005	50.00	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	5,495.00	Touring Ticket Rev FY 18
05	60	11601	4509027	48.00	School Stage Touring
05	60	11701	4509034	1,334.50	NP Ticket Revenue FY 18
05	60	11701	4509028	0.00	NP New Year's Eve Ticket Revenue FY18
01	30	12181	4509034	305.00	College Choral
01	30	12211	4509034	0.00	College Dance
01	30	12241	4509034	294.00	College Band
01	30	12271	4509034	1,780.80	College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	0.00	Arts Center Friends \$50+
05	60	11701	2900005	20.50	New Phil Friends \$50+
05	60	11201	4509034	0.00	Hamilton
05	60	11201	4509034	0.00	Escape to Margaritaville
05	60	11201	4509034	0.00	Chicago Symphony Orchestra
05	60	11201	4509019	0.00	Mardi Gras Fun-raiser Revenue
05	60	11301	4509021	0.00	VIP Experience
05	60	11301	2900002	0.00	VIP Experience Sales Tax
TOTAL				11,175.11	