

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1546411

Vendor Name: Foster Russell Family Foundati

Invoice Number: 032318

Invoice Date: 03/23/18

PO Number:

Check Number: E0066427

Check Amount: \$ 3,500.00

Check Date: 04/11/2018

Department ID: 12931

Reviewer Name:

Voucher Number: V0508000

Redaction Type: Other

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

Document Below

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: 3/23/2018
Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	30	12931	5309001	Other Contractual Services Exp	\$ 3,500.00

Grand Total \$ 3,500.00

~~\$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.

AP VERIFIED
04/05/18 - MARIA ZERRUDO

Payee Name: Foster Russell Family Foundation
Payee Address: 3552 Diamond Head Drive, Plano, TX 75075-1736

Other Instructions:

Description on Check:

Payment for Stereotyped 101 presentation for Living Leadership Program Women's Summit

Approvals:

Prepared By: Shannon Hernandez
Signature:
Payment Due: 4/13/2018
Board Approved Date:

Approved By: Chuck Steele Date: 3/28/18
Signature:
Approved By: Susan Gerak Date: 3.29.18
Signature:
Approved By Division VP: Date:
Signature:

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

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0154
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Independent Contractor Agreement

Pursuant to the terms of this Independent Contractor Agreement ("Agreement"), Karith Foster ("Artist") agrees to keynote a combination presentation of *You are Enough™* and *Stereotyped 101™ "An Exploration in Unconscious Bias"* for College of DuPage's Women Leadership Summit, 425 Fawell Blvd., Glen Ellyn, IL 60137 ("Host") the day of Wednesday, March 21, 2018 at 7:00 pm.

Program: The *You are Enough™* and *Stereotyped 101™ "An Exploration in Unconscious Bias"* presentations constitute a sixty (60) minute interactive dialogue and humorous presentation, with the thirty (30) minute follow-up optional session reserved for questions and answers. The Host represents that it is fully aware of the contents of humor and exercises appropriate for a university audience and freely consents to the keynote of performance of *You are Enough™* and *Stereotyped 101™*.

Consideration and Payment: The Host agrees to pay the Artist the total inclusive sum of \$3,500.00 to be due on the day of the performance, by check or money order, payable to "FOSTER RUSSELL FAMILY FOUNDATION." Hotel accommodations will be the financial responsibility of the Host. Travel will be the responsibility of the Artist.

Artist Representations: The Artist covenants and represents the following:

1. The Artist will provide the agreed upon services as an independent contractor and not as an employee of the Host;
2. The Artist agree that the Host has no responsibilities to the Artist as an employee, including, but not limited to, withholding any government taxes, the provision of any workmen's compensation insurance, or payment of FICA taxes, or the provision of any other benefit;
3. The Artist will perform and discharge their obligations as an independent contractor under any existing laws, including but not limited to, Social Security laws and state and federal tax laws; and
4. The Artist will perform and discharge their obligations in accordance with any rules and regulations of any applicable unions or guilds have jurisdiction over the Artists' services.

Host Representations: The Host covenants and represents the following:

1. The Host will grant the Artist exclusive and complete control and supervision over the means, methods, details and contents of the performance.
2. The Host acknowledges and accepts total responsibility for publicity and selling tickets for the event and agrees to fulfill its obligations under this Agreement regardless of any ticket sale or attendance level at the performance. (N/A)
3. The Host acknowledges the benefits of laughter, humor and motivation through a *Stereotyped 101™* performance and covenants that it will not hold the Artist liable for any negative reaction to the content from the audience.
4. The Host acknowledges the question and answer portion of *Stereotyped 101™* is dependant upon audience interaction and will not hold the Artist liable for a lack of participation.
5. The Host will provide the following for performance:
 - Space or Venue for the program to be held
 - Screen to display PowerPoint Presentation
 - Remote Control for PowerPoint Presentation
 - Connection for MacBook to projector
 - 1 Handheld Microphone & Speaker System
 - 2 Waters
 - 1 Stool
 - 1 Table or Podium
 - Artist can provide a laptop and/or a flash drive for the PowerPoint portion of the Presentation.

Force Majeure: If prevented from fulfilling obligations under this Agreement due to Acts of God, strikes, illness, Force Majeure or any other causes beyond their control, the parties shall not be in breach of this Agreement. Both parties will attempt to reschedule within six (6) months. Otherwise, all obligations under this Agreement shall terminate.

Whole Agreement: This Agreement, including any appendix, encompasses the entire agreement of the parties and supersedes any and all previous understandings and agreements between the parties, whether oral or written. By signing this Agreement, the parties acknowledge and represent that they are not acting in reliance upon any previous agreement, promise, guarantee or other representation except those set out in this Agreement.

Applicable Law: Any dispute under this Agreement will be resolved pursuant to the laws of the State of ~~Texas~~ **Illinois**

Date: February 2, 2018
Plano, TX

Karith Foster
Karith Foster on behalf of
Foster Russell Family Foundation
EIN: 81-4065243


Stephanie Quirk
College of DuPage