

Information:

Drawer: Finance

Number: **** Other Redaction ****

Name: **** Other Redaction ****

Invoice Number: C087893

Invoice Date:

PO Number:

Check Number: E0066540

Check Amount: \$ 655.00

Check Date: 04/18/2018

Voucher Number: V0507940

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

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EMPLOYEES

Welcome Molly!

Voucher

Voucher Number V0507940
Voucher Amount \$220.00
Vendor ID and/or Name 1187319 Mark E. Foss

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000
Voucher Date 04/05/18 Voucher Maintenance Date 04/05/18 Due Date 04/05/18
Invoice Number IC-087893 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
Piano Tuning 03/13/18		1.000		110.0000	110.00	01-30-12181-5309001 College Choral : Other Contractual Services Exp	IC-087893		1099MI NEC IL	
Piano Tuning 03/13/18		1.000		110.0000	110.00	01-30-12241-5309001 College Instrumental : Other Contractual Services Exp	IC-087893		1099MI NEC IL	

Comments

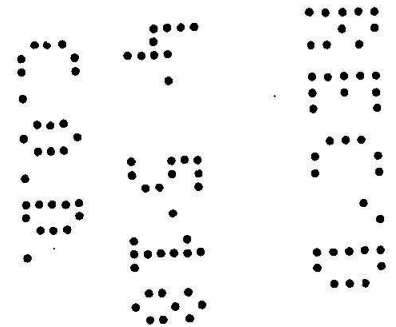
WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.
Piano Tuning 03/13/18
72 Piano Tuning MU18_02
(split between choral and instrumental)

Approval Date Next Approval



OK

04/05/18

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*** Independent Contractor Agreement**

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

72
PIANO TUNING
MU18-02

VENDOR NUMBER 1187319		AGREEMENT NUMBER: C087893		
ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	30	12181	5309001	\$110.00
01	30	12241	5309001	\$110.00
APPROVED-Supervisor, Purchasing				DATE 04/05/18

PART I. Complete PRIOR to performance of contractual services.

Name MARK FOSS Tax I.D. #/S.S. # [REDACTED] (THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM.)
 Phone Number (630) 365-6440 (No college employee may be paid as an independent contractor.)
 Street 46W009 KESLINGER RD
 City, State, Zip Code ELBURN, IL 60119
 Agrees to perform on MARCH 13, 2018 the following services for the College of DuPage:
 DATE (S)
PIANO TUNING FOR STUDENT ENSEMBLE CONCERT ON 03/15/18
(INV# 00305, \$220)

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

The sum of \$ 220.00 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
DEPARTMENT AUTHORIZED SIGNATOR

3/12/18
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 with the terms stated above and certify that I have received a copy of the contractual agreement.

Mark Foss
SIGNATURE OF INDEPENDENT CONTRACTOR

03-12-18

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.)

Ellen M. Moran 4/5/18
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

College of Dupage



PIANO TECHNICIANS GUILD

Foss Piano Service
46W009 Keslinger Rd
Elburn, IL 60119
630-365-6440
Foss pianoservice@mwdsf.com

00305

Invoice Date

Mar 13, 2018

Work Done

Tune. Steinway & Harpsichord on main stage

220.00

split between ~~main~~ inst. & choral

01-30-12241-5309001 = \$110.00

01-30-12181-5309001 = \$110.00

Ellen M. Monahan

220.00

Payment is due 14 days from invoice date.

Information:

Drawer: Finance

Number: **** Other Redaction ****

Name: **** Other Redaction ****

Invoice Number: C087894

Invoice Date:

PO Number:

Check Number: E0066540

Check Amount: \$ 655.00

Check Date: 04/18/2018

Voucher Number: V0509240

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

VENDOR NUMBER 1187319		AGREEMENT NUMBER: C087894		
ACCOUNT NUMBER/AMOUNT				
FUND 05	FUNCTION 60	DEPARTMENT 11701	OBJECT 5309001	AMOUNT \$435.00
APPROVED-Supervisor, Purchasing				DATE 04/10/18

*** Independent Contractor Agreement**

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

V509240
72
PIANO TUNING
NP18- BEETHVN

OK to pay per BVO Rpt due 4/12/18 L. Prager

PART I. Complete PRIOR to performance of contractual services.

Name **MARK E. FOSS** Tax I.D. #/S.S. [REDACTED]
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM.)

Phone Number **(630) 365-6440** (No college employee may be paid as an independent contractor.)

Street **46W009 KESLINGER ROAD**

City, State, Zip Code **ELBURN, IL 60119**

Agrees to perform on **APRIL 4-8, 2018** the following services for the College of DuPage:
DATE(S)
PIANO TUNING FOR NP BEETHVN CONCERT (INV# 00321, \$435)

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

The sum of \$ **435.00** 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. Loran **4/3/18**
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 with the terms stated above and certify that I have received a copy of the contractual agreement.

Mark Foss
SIGNATURE OF INDEPENDENT CONTRACTOR

04-03-18
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.)

Ellen M. Loran **4/12/18**

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.

EMPLOYEES

Welcome Maliyi

Voucher

Voucher Number V0508409
 Voucher Amount \$435.00
 Vendor ID and/or Name 1187319 Mark E. Foss

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000
 Voucher Date 04/10/18 Voucher Maintenance Date 04/10/18 Due Date 04/12/18
 Invoice Number IC-087894 Invoice Date 04/10/18
 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
Piano Tuning, 04/04-08/18		1.000		435.0000	435.00	05-60-11701-5309001 AUX New Philharmonic/DOT : Other Contractual Services Exp	IC-087894		1099MI NEC IL	

Comments

WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.
 Piano Tuning, 04/04-08/18
 72 Piano Tuning NP18_BEETHVN

Approval Date Next Approval

Ellen McManis

OK

04/10/18

000
 01214
 0.034

College of Dupage



REGISTERED
PIANO
TECHNICIAN
PIANO TECHNICIANS GUILD
Foss Piano Service
46W009 Keslinger Rd
Elburn, IL 60119
630-365-6440
Fosspianoservice@mwdsi.com

Invoice Date

00321
Apr 8, 2018

Work Done

4,4,2018 Th. Tune for New Phil \$110
Meet with Pianist -Voicing \$ 50
4,7,2018 Sat. Tune for New Phil \$ 110
4,8,2018 Sun. Tune for New Phil \$ 165
4,8,2018 Sun. stay & tune at Intermission. \$ No Charge

435.00

05-60-11701-5309001
72 PIANO TUNING NP18-BEETHOVN

Ellen McMonan

435.00

Payment is due 14 days from invoice date.