

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: BTEREV062518

Invoice Date: 06/28/18

PO Number:

Check Number: E0068073

Check Amount: \$ 3,738.01

Check Date: 07/11/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0518928

Redaction Type: None

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

Document Below

ACH #31

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: 6/28/2018
Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREVO62518		05	60	11101	2900005	Art Center Deposit Liability	\$ 3,738.01

Grand Total \$ 3,738.01

--- \$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 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

07/10/18 MARIA ZERRUDO

Payee Name: Buffalo Theatre Ensemble Corp

Other Instructions: ACH on 07/12/18

Payee Address: 415 Melrose Ave
Glen Ellyn, IL 60137

Description on Check:

Revenue Disbursement #31 BTE 2017/18 Deposits 05/28/18 to 06/19/18 Revenue from MAC ticket sales for BTE Plays owed to BTE.

Approvals:

Prepared By: Ellen McGowan
Signature: Ellen McGowan
Payment Due: 7/12/2018

Approved By: Ellen McGowan Date: 6/28/18
Signature: Ellen McGowan

Board Approved Date: _____

Approved By Division VP: Kirk Date: 7/2/18

Signature: _____

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

BTE REVENUE TRACKING								BTEREV062518					
FY18								Payment expected 07/12/18					
	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%				
	6/14/2018	2,932.00	5/28/18-6/3/18	2,698.00		2,698.00	2,617.06		80.94			1A	
			6/13/2018	234.00	234.00							1B	
	6/20/2018	886.95	6/18/18-6/19/18	886.95	886.95							2	
Total Settlement 06/25/18		3,818.95		3,818.95	1,120.95	2,698.00	2,617.06	-	80.94	3,738.01	3,818.95		
5/28/18 to 6/19/18													

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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
<u>V0517241</u>	06/21/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	5,502.78
A000034845	06/20/18	CR Cash Receipts	Summary for session 45685	886.95-
A000034768	06/14/18	CR Cash Receipts	Summary for session 45593	2,932.00-
A000034682	06/07/18	CR Cash Receipts	Summary for session 45482	5,647.05-
<u>V0515401</u>	06/07/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	3,179.05
A000034607	06/04/18	CR Cash Receipts	Summary for session 45394	181.50-
<u>V0513587</u>	06/01/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	6,179.64
A000034552	05/30/18	CR Cash Receipts	Summary for session 45326	3,274.00-
A000034488	05/24/18	CR Cash Receipts	Summary for session 45241	583.00-
<u>V0513050</u>	05/24/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	4,770.94
A000034440	05/22/18	CR Cash Receipts	Summary for session 45187	5,764.62-
A000034380	05/17/18	CR Cash Receipts	Summary for session 45112	92.50-
A000034371	05/17/18	CR Cash Receipts	Summary for session 45108	4,820.85-
<u>V0512335</u>	05/17/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	2,049.97
A000034282	05/10/18	CR Cash Receipts	Summary for session 45002	26.08-
<u>V0511757</u>	05/10/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	1,453.15
A000034274	05/09/18	CR Cash Receipts	Summary for session 44995	129.50-

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A000034258	05/09/18	CR Cash Receipts	Summary for session 44984	1,715.40-
<u>V0511550</u>	05/08/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	915.87
A000034207	05/04/18	CR Cash Receipts	Summary for session 44918	230.45-
A000034141	05/01/18	CR Cash Receipts	Summary for session 44833	1,491.60-
<u>V0510528</u>	04/27/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	1,872.46
A000034034	04/24/18	CR Cash Receipts	Summary for session 44719	944.20-
A000033965	04/19/18	CR Cash Receipts	Summary for session 44638	72.00-
A000033928	04/17/18	CR Cash Receipts	Summary for session 44595	1,173.40-
A000033889	04/13/18	CR Cash Receipts	Summary for session 44551	679.35-
<u>V0508176</u>	04/09/18	PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	906.27
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			354.00

		PJ Purchase Journal	Buffalo Theatre Ensemble Corp.	
<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	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
<hr/>				
Document subtotal before 07/01/17				
Document subtotal after 06/30/18				
5,280.47-				
Actuals pending posting				
181.50				
Document subtotal before 07/01/17				
0.00				
Document subtotal after 06/30/18				
0.00				
Grand Total				
5,098.97-				
<hr/>				
Send to email <input type="checkbox"/>				
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<div>OK</div>				

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for Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 15/28/18 - 6/3/18

Received from: Julie Elges

Prepared By: Jen Berosek

Credit Card ☐

Department: Arts Center Ticket Office

1A

ACH PAYMENT 5,026.61

Session 45593

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	2,698.00	BTE Ticket Revenue FY18
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	(74.00)	Gift Certificates
05	60	11301	4509033	459.00	Handling Charge
05	60	11301	5904001	(162.39)	Credit Card Fees
05	60	11401	2900005	-1,754.00	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	0.00	Touring Ticket Rev FY 18
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	0.00	NP Ticket Revenue FY 18
05	60	11701	4509028	0.00	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	0.00	College Band
01	30	12271	4509034	0.00	College Theatre
01	00	00000	2709002	352.00	College Theatre DEFERRED
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	0.00	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	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				5,026.61	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

1B

College of DuPage	Date: 6/13/2018				
Received from: Julie Elges	Cash: 7	0.00	AmEx:	0.00	
Prepared By: Jen Berosek			Discover:	0.00	
Department: Arts Center Ticket Office	Checks: 234.00		Mastercard:	0.00	
			Visa:	0.00	
TOTAL CASH/CHECKS: 234.00			TOTAL CREDIT: 0.00		

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION	SESSION	45593
05	60	11101	2900005	\$ 234.00	BTE Ticket Revenue		
05	60	11101	2900005	\$ -	BTE Donations		
05	60	11301	2900006	\$ -	Gift Certificates		
05	60	11301	4509033	\$ -	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	\$ -	Touring Ticket Rev		
05	60	11601	4509027	\$ -	School Stage Touring		
05	60	11701	4509034	\$ -	New Phil CLASSICS		
05	60	11701	4509028	\$ -	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	11201	4509034	\$ -	Chicago Symphony Orchestra Ticket Revenue		
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				234.00			

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

(2)

College of DuPage	Date: 6/18/18-6/19/18		
Received from: Julie Elges	Cash: 7	0.00	AmEx: 0.00
Prepared By: Jen Berosek			Discover: 0.00
Department: Arts Center Ticket Office	Checks: 7	886.95	Mastercard: 0.00
			Visa: 0.00
TOTAL CASH/CHECKS: 886.95		TOTAL CREDIT: 0.00	

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION	Session 45685
05	60	11101	2900005	\$ 886.95	BTE Ticket Revenue	
05	60	11101	2900005	\$ -	BTE Donations	
05	60	11301	2900006	\$ -	Gift Certificates	
05	60	11301	4509033	\$ -	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	\$ -	Touring Ticket Rev	
05	60	11601	4509027	\$ -	School Stage Touring	
05	60	11701	4509034	\$ -	New Phil CLASSICS	
05	60	11701	4509028	\$ -	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	
01	00	00000	2709002	\$ -	College Theatre DEFERRED	
05	60	11201	4509034	\$ -	Hamilton TiX Rev	
05	60	11201	4509034	\$ -	Escape to Margaritaville Tix Rev	
05	60	11201	4509034	\$ -	Chicago Symphony Orchestra Ticket Revenue	
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				886.95		