

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: BTEREV072318

Invoice Date: 07/23/18

PO Number:

Check Number: E0068483

Check Amount: \$ 4,750.40

Check Date: 08/01/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0521673

Redaction Type: None

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

Document Below

ACH #1

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: 7/23/2018
Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREV072318		05	60	11101	2900005	Art Center Deposit Liability	\$ 4,750.40

Grand Total

\$ 4,750.40

AP VERIFIED

--- \$1,000 and Greater: Approval of Division Vice President Required ---

07/25/18 - BETHANY CRUSE

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.

Payee Name: Buffalo Theatre Ensemble CorpOther
Instructions:ACH'on 08/02/18Payee Address: 415 Melrose Ave
Glen Ellyn, IL 60137

Description on Check:

Revenue Disbursement #1 BTE 2018/19 Deposits 07/09/18 to 07/15/18 Revenue from MAC ticket sales for BTE Plays owed to BTE.

Approvals:

Prepared By: Ellen McGowanApproved By: Ellen McGowan

Date:

Signature:

Ellen McGowan

Signature:

Ellen McGowan7/23/18

Payment Due:

8/2/2018

Approved By:

Date:

Board Approved Date:

Signature:

Kelly Ann7/24/18

Approved By Division VP:

Date:

Signature:

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

07.53.2

0.334

BTE REVENUE TRACKING										BTEREV072318			
FY19										Payment expected 08/02/18			
	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%				
	7/11/2018	642.00	7/9/18-7/10/18	642.00	342.00		-	300.00	-				1
	7/12/2018	768.00	7/11/2018	768.00	684.00		-	84.00	-				2
	7/17/2018	2,138.40	7/13/18-7/15/18	2,138.40	1,917.00		-	221.40	-				3
	7/18/2018	1,202.00	7/12/2018	1,202.00	1,010.00		-	192.00	-				4
Total Settlement 07/23/18		4,750.40		4,750.40	3,953.00	-	-	797.40	-	4,750.40	4,750.40		
7/9/18 to 7/15/18													

Actuals	x
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Go back

Fiscal Year 2019

GL Account 05-60-11101-2900005

GL Account Description AUX Buffalo Theatre : Art Center Deposit Liability

Date Range 07/01/18 - 06/30/19

Reference No.	Date	Source	Description	Amount
A000035174	07/18/18	CR Cash Receipts	Summary for session 46042	1,202.00- (4)
A000035160	07/17/18	CR Cash Receipts	Summary for session 46027	2,138.40- (3)
A000035116	07/12/18	CR Cash Receipts	Summary for session 45976	768.00- (2)
A000035089	07/11/18	CR Cash Receipts	Summary for session 45951	642.00- (1)

Document subtotal before 07/01/18

Document subtotal after 06/30/19

4,750.40-

Actuals pending posting 0.00

Document subtotal before 07/01/18 0.00

Document subtotal after 06/30/19 0.00

Grand Total 4,750.40-

Send to email ☐

OK

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 College of DuPage

 425 Fawell Blvd.
 Glen Ellyn, Illinois, 60137
 (630) 942-2600

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 7/9/18-7/10/18			
Received from: Julie Elges	Cash: 42.00			
Prepared By: Jen Berosek				
Department: Arts Center Ticket Office	Checks: 666.00			Cash/Checks

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TOTAL CASH/CHECKS: 708.00

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	342.00	BTE Ticket Revenue FY19
05	60	11101	2900005	300.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	24.00	Handling Charge
05	60	11401	2900005	0.00	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 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	0.00	NP Ticket Revenue FY 19
05	60	11701	4509028	0.00	NP New Year's Eve Ticket Revenue FY19
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	42.00	College Theatre
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	11301	4509021	0.00	VIP Experience
05	60	11301	2900002	0.00	VIP Experience Sales Tax
TOTAL				708.00	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 17/11/2018			
Received from: Julie Elges		Cash:	24.00	
Prepared By: Jen Berosek				Cash/Checks
Department: Arts Center Ticket Office		Checks:	816.00	

TOTAL CASH/CHECKS: 840.00

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	684.00	BTE Ticket Revenue FY19
05	60	11101	2900005	84.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	48.00	Handling Charge
05	60	11401	2900005	0.00	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 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	0.00	NP Ticket Revunue FY 19
05	60	11701	4509028	0.00	NP New Year's Eve Ticket Revunue FY19
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	24.00	College Theatre
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	11301	4509021	0.00	VIP Experience
05	60	11301	2900002	0.00	VIP Experience Sales Tax
TOTAL				840.00	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 7/13/18 - 7/15/18			
Received from: Julie Elges	Cash:	432.00		
Prepared By: Jen Berosek				Cash/Checks
Department: Arts Center Ticket Office	Checks:	2254.40		

TOTAL CASH/CHECKS: 2,686.40

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	1,917.00	BTE Ticket Revenue FY19
05	60	11101	2900005	221.40	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	100.00	Handling Charge
05	60	11401	2900005	0.00	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 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	0.00	NP Ticket Revunue FY 19
05	60	11701	4509028	0.00	NP New Year's Eve Ticket Revunue FY19
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	448.00	College Theatre
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	11301	4509021	0.00	VIP Experience
05	60	11301	2900002	0.00	VIP Experience Sales Tax
TOTAL				2,686.40	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 7/12/2018

Received from: Julie Elges [Cash:] 330.00

Prepared By: Jen Berosek

Department: Arts Center Ticket Office [Checks:] 1262.00

Cash/Checks

TOTAL CASH/CHECKS: 1,592.00

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	1,010.00	BTE Ticket Revenue FY19
05	60	11101	2900005	192.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	72.00	Handling Charge
05	60	11401	2900005	60.00	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 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	0.00	NP Ticket Revunue FY 19
05	60	11701	4509028	0.00	NP New Year's Eve Ticket Revunue FY19
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	258.00	College Theatre
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	11301	4509021	0.00	VIP Experience
05	60	11301	2900002	0.00	VIP Experience Sales Tax
TOTAL				1,592.00	