

Information:

Drawer: Finance

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

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

Invoice Number: C088717

Invoice Date:

PO Number:

Check Number: E0068949

Check Amount: \$ 720.00

Check Date: 08/29/2018

Voucher Number: V0523225

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

EMPLOYEES

Welcome Molly!

Voucher

Voucher Number V0523225
 Voucher Amount \$400.00
 Vendor ID and/or Name 1187319 Mark E. Foss

DELIVERED
E-MAILED AUG 15 2018

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000
 Voucher Date 08/14/18 Voucher Maintenance Date 08/14/18 Due Date 08/16/18
 Invoice Number IC-088717 Invoice Date 08/14/18
 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 on 08/03/18		1.000		400.0000	400.00	05-60-11601-5309001 AUX MAC Touring : Other Contractual Services Exp	IC-088717		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 on 08/03/18
 72 Piano Tuning TR19 PIANO

Approval Date Next Approval

Ellen M. Gordon

OK

08/14/18

72
PIANO TUNING

VOUCHER# V0523225

VENDOR NUMBER
1187319

AGREEMENT
NUMBER:

C088717

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
05	60	11601	5309001	\$400.00
APPROVED-Supervisor, Purchasing				DATE 08/04/18

*** Independent Contractor Agreement**

TRIP-PIANO

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

DELIVERED
E-MAILED AUG 15 2018

PART I. Complete PRIOR to performance of contractual services.

Name MARK FOSS

Tax I.D. #/S.S.

(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM).

(-9 ATTACHED)

Phone Number (630) 365-6440

(No college employee may be paid as an independent contractor.)

Street 46WOOD9 KESLINGER ROAD

City, State, Zip Code ELBURN, IL 60119

Agrees to perform on 08/03/18

DATE (S)

the following services for the College of DuPage:

PIANO TUNING FOR PIANO MEN CONCERT ON 08/03/18 (\$400, INV# 00364)

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

The sum of \$ 400.00 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

8/11/18
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

08/01/18
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

8/15/18

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@mwdsl.com

Invoice Date

00364
Aug 3, 2018

Work Done

Tuning for outdoor concert
9:00 & 6:00. =. 4 at 100.00= 400.00

400.00

Evan M. Gordon

8/14/18

400.00

Payment is due 14 days from invoice date.

TR19-PIANO

Information:

Drawer: Finance

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

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

Invoice Number:

Invoice Date:

PO Number:

Check Number: E0068949

Check Amount: \$ 720.00

Check Date: 08/29/2018

Voucher Number: V0523226

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

EMPLOYEES

Welcome Molly!

Voucher

Voucher Number V0523226
 Voucher Amount \$320.00
 Vendor ID and/or Name 1187319 Mark E. Foss

DELIVERED
E-MAILED AUG 15 2018

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000
 Voucher Date 08/14/18 Voucher Maintenance Date 08/14/18 Due Date 08/14/18
 Invoice Number IC-087890 Invoice Date 08/14/18
 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 on 08/04/18		1.000		100.0000	100.00	05-60-11201-5309001 AUX Friends of MAC : Other Contractual Services Exp	IC-087890		1099MI NEC IL	
Piano Tuning on 08/10/18		1.000		220.0000	220.00	05-60-11601-5309001 AUX MAC Touring : Other Contractual Services Exp	IC-087890		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 on 08/04/18 & 08/10/18
 72 Piano Tuning
 TR19_SINATRA (\$220)
 TX19 (\$100)

Approval Date Next Approval

Ellen McHowan 8/15/18

OK

DELIVERED
E-MAILED AUG 15 2018

*** Independent Contractor Agreement**

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

72
PIANO TUNING

TR19-SINATRA
TX19

VOUCHER# V0523226

VENDOR NUMBER 1187319		AGREEMENT NUMBER: C087890	
ACCOUNT NUMBER/AMOUNT			
FUND	FUNCTION	DEPARTMENT	OBJECT
05	60	11601	5309001
05	60	11201	5309001
APPROVED-Supervisor, Purchasing			DATE 08/14/18

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 08/04/18 & 08/10/18 the following services for the College of DuPage:
DATE (S)

PIANO TUNING FOR ~~MARK~~ TICKETS ON SALE ON 08/04/18 (\$100, INV# 00365)
& PIANO TUNING FOR SINATRA FOREVER ON 08/10/18 (\$220, INV# 00367)

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

The sum of \$320.00 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

8/3/18
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

08/03/18
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. Moran 8/15/18
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.

College of Dupage



PIANO TECHNICIANS GUILD

Foss Piano Service

46W009 Keslinger Rd

Elburn, IL 60119

630-365-6440

Foss pianoservice@mwdsi.com

Invoice Date

00365
Aug 4, 2018

Work Done

Tune Lobby Piano

100.00

TX 19 Ellen McHonor

100.00

05-60-11201-5309001
T2 PIANO TUNING

Payment is due 14 days from invoice date.

College of Dupage



REGISTERED
PIANO
TECHNICIAN.

PIANO TECHNICIANS GUILD

Foss Piano Service

46W009 Keslinger Rd

Elburn, IL 60119

630-365-6440

Foss pianoservice@mwdsi.com

Invoice Date

00367

Aug 10, 2018

Work Done

Tune for Joe , Out door Concert& retune after Sound Check

220.00

Eden M. Gordon

8/14/18

220.00

Payment is due 14 days from invoice date.

TR 19 - SINATRA

05-60-11601-5309001

72 PIANO TUNING