

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: BTEREV082018

Invoice Date: 08/20/18

PO Number:

Check Number: E0068958

Check Amount: \$ 9,329.56

Check Date: 08/29/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0523714

Redaction Type: None

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

Document Below

AG

ACH # 3

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: 8/20/2018

Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREV082018		05	60	11101	2900005	Art Center Deposit Liability	\$ 9,329.56

Grand Total \$ 9,329.56

--- \$1,000 and Greater: Approval of Division VP is Required ---

AP VERIFIED

08/22/18 - MARIA ZERRUDO

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 Corp

Other Instructions:

ACH on 08/31/18

Payee Address: 415 Melrose Ave
Glen Ellyn, IL 60137

Description on Check:

Revenue Disbursement #3 BTE 2018/19 Deposits 07/30/18 to 08/12/18 Revenue from MAC ticket sales for BTE Plays owed to BTE.

Approvals:

Prepared By: Ellen McGowan

Approved By: Ellen McGowan

Date:

Signature:

Ellen McGowan

Signature:

Ellen McGowan

8/20/18

Payment Due:

8/31/2018

Approved By:

Date:

Board Approved Date:

Signature:

K. Zerrudo

8/21/18

Approved By Division VP:

Date:

Signature:

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

01.22.0

0.334

BTE REVENUE TRACKING					BTEREV082018							
FY19								Payment expected 08/31/18				
	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	BO DEPOSIT DATE	BO DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	Box Office Sheet
					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%			
	8/16/2018	9,578.20	7/30/18-8/5/18	8,287.90		8,287.90	8,039.26		248.64			1A
			7/30/18-7/31/18	171.00	171.00		-		-			1B
			8/1/2018	180.00	180.00		-		-			1C
			8/2/2018	292.60	292.60		-		-			1D
			8/3/18-8/5/18	426.30	426.30		-		-			1E
			8/9/2018	152.00	152.00		-		-			1F
			8/10/18-8/12/18	68.40	68.40							1G
Total Settlement 08/20/18		9,578.20		9,578.20	1,290.30	8,287.90	8,039.26	-	248.64	9,329.56	9,578.20	
07/30/18 to 08/12/18		-										
		-										

8/20/2018

U:\HOME\SHARED\MAC\Business Office\BTE\FY2019\Revenue Tracking FY19.xlsxBTE REV FY19 08-20-18

[illegible]

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 7/30/18-8/5/18
 Received from: Julie Elges
 Prepared By: Jen Berosek
 Department: Arts Center Ticket Office

1A

Credit Card

SESSION 46539

ACH PAYMENT 225,772.99

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	8,287.90	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	(1,609.35)	Gift Certificates
05	60	11301	4509033	13,261.60	Handling Charge
05	60	11301	5904001	(7,073.91)	Credit Card Fees
05	60	11401	2900005	4,397.00	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	159,134.60	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	30,928.10	NP Ticket Revenue FY 19
05	60	11701	4509028	15,349.25	NP New Year's Eve Ticket Revenue FY19
01	30	12181	4509034	0.00	College Choral
01	30	12211	4509034	20.00	College Dance
01	30	12241	4509034	0.00	College Band
01	30	12271	4509034	1,494.00	College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	803.80	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	720.55	VIP Experience
05	60	11301	2900002	59.45	VIP Experience Sales Tax
TOTAL				225,772.99	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 6/30/18 - 7/31/18			
Received from: Julie Elges	Cash:	0.00		
Prepared By: Jen Berosek				(18) Cash/Checks
Department: Arts Center Ticket Office	Checks:	5519.65		

Session 46539

TOTAL CASH/CHECKS: 5,519.65

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	171.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	304.00	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	1,945.45	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	2,634.40	NP Ticket Revenue FY 19
05	60	11701	4509028	414.80	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	0.00	College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	0.00	Arts Center Friends \$50+
05	60	11701	2900005	50.00	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				5,519.65	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 8/1/2018			
Received from: Julie Elges		Cash:	30.00	
Prepared By: Jen Berosek				Cash/Checks
Department: Arts Center Ticket Office		Checks:	1201.10	

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Session 46539

TOTAL CASH/CHECKS: 1,231.10

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	180.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	78.00	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	759.50	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	153.60	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	0.00	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				1,231.10	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 8/2/2018				
Received from: Julie Elges		Cash:	0.00		
Prepared By: Jen Berosek					
Department: Arts Center Ticket Office		Checks:	1276.40		

Cash/Checks

Session 46539

TOTAL CASH/CHECKS: 1,276.40

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	292.60	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	79.00	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	904.80	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	0.00	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				1,276.40	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 8/3/18 - 8/5/18 15

Received from: Julie Elges Cash: 792.90

Prepared By: Jen Berosek [Cash/Checks]

Department: Arts Center Ticket Office Checks: 3435.30

Session 46539

TOTAL CASH/CHECKS: 4,228.20

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	426.30	BTE Ticket Revenue FY197
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	246.15	Handling Charge
05	60	11401	2900005	70.00	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	2,196.25	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	640.50	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	64.00	College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	585.00	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				4,228.20	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 8/9/2018				
Received from: Julie Elges		Cash:	0.00		
Prepared By: Jen Berosek					Cash/Checks
Department: Arts Center Ticket Office		Checks:	220.00		

(IF)

Session 46539

TOTAL CASH/CHECKS: 220.00

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	152.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	10.00	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	58.00	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	0.00	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				220.00	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 8/10/18-8/12/18		
Received from: Julie Elges	Cash:	1009.50	
Prepared By: Jen Berosek			
Department: Arts Center Ticket Office	Checks:	1057.70	

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Cash/Checks

Session 46539

TOTAL CASH/CHECKS: 2,067.20

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	68.40	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	114.00	Handling Charge
05	60	11401	2900005	235.00	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	1,376.20	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	141.60	NP Ticket Revenue FY 19
05	60	11701	4509028	130.00	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	0.00	College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	2.00	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				2,067.20	