

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: BTEREV092418

Invoice Date: 09/27/18

PO Number:

Check Number: E0069512

Check Amount: \$ 9,085.05

Check Date: 10/03/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0529346

Redaction Type: None

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

Document Below

ACH #6

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: 9/27/2018  
Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREV092418		05	60	11101	2900005	Art Center Deposit Liability	\$ 9,085.05

Grand Total

\$ 9,085.05

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

AP VERIFIED

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 10/05/18

Payee Address: 415 Melrose Ave  
Glen Ellyn, IL 60137

Description on Check:

Revenue Disbursement #6 BTE 2018/19 Deposits 08/27/18 to 09/18/18 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*

9/27/18

Payment Due:

10/5/2018

Approved By:

Date:

Board Approved Date:

Signature:

*Kirk Owsen*

9/27/18

Approved By Division VP:

Date:

Signature:

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

07.02.8

0.034

<b>BTE REVENUE TRACKING</b>					<b>BTEREV092418</b>								
<b>FY18</b>					<b>Payment expected 10/05/18</b>								
	<b>COLLEGE DEPOSIT DATE</b>	<b>COLLEGE DEPOSIT</b>	<b>BOX OFFICE DEPOSIT DATE</b>	<b>BOX OFFICE DEPOSIT</b>	<b>REVENUE</b>				<b>CC CHARGES TO MAC</b>	<b>REVENUE TO BTE</b>	<b>BALANCE</b>	<b>BO SHEET</b>	
					<b>CASH/CHECKS</b>	<b>CREDIT</b>	<b>CREDIT LESS FEES</b>	<b>DONATION</b>	<b>3%</b>				
	8/31/2018	100.00	8/30/2018	100.00			-	100.00	-			1	
	9/10/2018	2,701.20	8/27/18-9/2/18	2,581.20		2,634.70	2,555.66	(53.50)	79.04			2A	
			9/10/18-9/11/18	60.00	60.00							2B	
			9/12/2018	20.00	20.00		-		-			2C	
			9/13/2018	40.00	40.00		-		-			2D	
	9/10/2018	6,545.70	9/3/18-9/9/18	6,093.70		6,093.70	5,910.89		182.81			3A	
			9/14/18-9/16/18	344.00	344.00							3B	
			9/17/18-9/18/18	28.00	28.00		-		-			3C	
			9/19/2018	80.00	80.00		-		-			3D	
<b>Total Settlement 09/24/18</b>		9,346.90		9,246.90	572.00	8,728.40	8,466.55	46.50	261.85	9,085.05	9,346.90		
<b>08/27/18 to 09/18/18</b>													

<b>11101 BTE</b>				
<b>2900005 Liability</b>				
Transaction Type	Document	Date	Description	Amount
Actuals	'V0528850'	9/24/2018	Buffalo Theatre Ensemble Corp.	\$5,156.35 ✓
Actuals	'A000036029'	9/21/2018	Summary for session 47167	(\$6,545.70)
Actuals	'A000035964'	9/17/2018	Summary for session 47081	(\$2,701.20) ?
Actuals	'A000035911'	9/12/2018	Summary for session 47018	(\$204.00)
Actuals	'A000035878'	9/10/2018	Summary for session 46978	(\$5,091.20)
Actuals	'V0526896'	9/7/2018	Buffalo Theatre Ensemble Corp.	\$6,961.79
Actuals	'A000035803'	8/31/2018	Summary for session 46872	(\$100.00) ①
Actuals	'A000035771'	8/30/2018	Summary for session 46821	(\$6,858.80)
Actuals	'A000035742'	8/28/2018	Summary for session 46779	(\$306.70)
Actuals	'V0523714'	8/22/2018	Buffalo Theatre Ensemble Corp.	\$9,329.56
Actuals	'V0523537'	8/20/2018	Buffalo Theatre Ensemble Corp.	\$38,430.76
Actuals	'A000035561'	8/16/2018	Summary for session 46539	(\$9,578.20)
Actuals	'A000035457'	8/8/2018	Summary for session 46399	(\$39,354.80)
Actuals	'A000035371'	8/2/2018	Summary for session 46280	(\$256.60)
Actuals	'V0521673'	7/25/2018	Buffalo Theatre Ensemble Corp.	\$4,750.40
Actuals	'A000035174'	7/18/2018	Summary for session 46042	(\$1,202.00)
Actuals	'A000035160'	7/17/2018	Summary for session 46027	(\$2,138.40)
Actuals	'A000035116'	7/12/2018	Summary for session 45976	(\$768.00)
Actuals	'A000035089'	7/11/2018	Summary for session 45951	(\$642.00)
				(\$11,118.74)

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 8/30/2018  
 Received from: Julie Elges Cash: 0.00  
 Prepared By: Jen Berosek  
 Department: Arts Center Ticket Office Checks: 100.00

①

Cash/Checks

TOTAL CASH/CHECKS: 100.00

Session 468.72

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	0.00	BTE Ticket Revenue FY19
<del>05</del>	<del>60</del>	<del>11101</del>	<del>2900005</del>	<del>100.00</del>	<del>BTE Donations</del>
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	0.00	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	0.00	College Theatre
01	30	12271	4509027	0.00	School Stage for 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				100.00	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 8/27/18/9/2/18

2A

Received from: Julie Elges

Prepared By: Jen Berosek

Credit Card

Department: Arts Center Ticket Office

ACH PAYMENT 24,028.81

Session 47081

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11301	29000005	2,634.70	BTE Ticket Revenue FY19
05	60	11301	29000005	(53.50)	BTE Donations
05	60	11301	29000006	92.45	Gift Certificates
05	60	11301	4509033	1,468.00	Handling Charge
05	60	11301	5904001	(768.99)	Credit Card Fees
05	60	11401	29000005	140.00	Rental Ticket Revenue
05	60	11401	46000001	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	14,823.00	Touring Ticket Rev FY 19
05	60	11601	4509027	1,032.00	School Stage Touring
05	60	11701	4509034	2,647.35	NP Ticket Revenue FY 19
05	60	11701	4509028	1,590.00	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	418.00	College Theatre
01	30	12271	4509027	192.00	School Stage for College Theatre
05	60	11301	29000005	0.00	MLK Breakfast
05	60	11201	29000005	56.00	Arts Center Friends \$50+
05	60	11701	29000005	0.00	New Phil Friends \$50+
05	60	11201	4509034	0.00	Hamilton
05	60	11301	4509021	0.00	VIP Experience
05	60	11301	29000002	0.00	VIP Experience Sales Tax
				(242.20)	Chargeback
TOTAL				24,028.81	



For Ellen

## RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 9/10/18=9/11/18 (2B)  
 Received from: Julie Elges Cash: 78.90  
 Prepared By: Jen Berosek [Cash/Checks]  
 Department: Arts Center Ticket Office Checks: 0.00

TOTAL CASH/CHECKS: 78.90

Session 47081

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	60.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	2.00	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	8.90	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	8.00	College Theatre
01	30	12271	4509027	0.00	School Stage for 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				78.90	

For Ellen

## RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: <del>9/12/2018</del>				(20)
Received from: Julie Elges		Cash:	326.00		
Prepared By: Jen Berosek					Cash/Checks
Department: Arts Center Ticket Office		Checks:	0.00		
			TOTAL CASH/CHECKS: 326.00		
			Session 47081		
FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
<del>05</del>	<del>60</del>	<del>11101</del>	<del>2900005</del>	<del>20.00</del>	<del>BTE Ticket Revenue FY19</del>
05	60	11101	2900005	0.00	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	183.00	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	99.00	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
01	30	12271	4509027	0.00	School Stage for 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
<b>TOTAL</b>				<b>326.00</b>	



For Ellen

## RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 9/13/2018  
 Received from: Julie Elges Cash: 46.40  
 Prepared By: Jen Berosek  
 Department: Arts Center Ticket Office Checks: 0.00

(20)

Cash/Checks

TOTAL CASH/CHECKS: 46.40

Session 47081

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
<del>05</del>	<del>60</del>	<del>11101</del>	<del>2900005</del>	<del>40.00</del>	<del>BTE Ticket Revenue FY19</del>
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	4.00	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	2.40	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
01	30	12271	4509027	0.00	School Stage for 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				46.40	

For Ellen

## RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: 9/3/18-9/9/18

(3A)

Received from: Julie Elges

Prepared By: Jen Berosek

Credit Card

Department: Arts Center Ticket Office

Session 47167

ACH PAYMENT 30,337.78

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	6,093.70	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	2,548.40	Handling Charge
05	60	11301	5904001	(993.97)	Credit Card Fees
05	60	11401	2900005	245.00	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	17,298.85	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	3,857.60	NP Ticket Revenue FY 19
05	60	11701	4509028	355.00	NP New Year's Eve Ticket Revenue FY19
01	30	12181	4509034	0.00	College Choral
01	30	12211	4509034	10.00	College Dance
01	30	12241	4509034	0.00	College Band
01	30	12271	4509034	193.20	College Theatre
01	30	12271	4509027	0.00	School Stage for College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	250.00	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	443.43	VIP Experience
05	60	11301	2900002	36.57	VIP Experience Sales Tax
TOTAL				30,337.78	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 9/14/18-9/16/18			(3B)
Received from: Julie Elges	Cash:	406.00		
Prepared By: Jen Berosek				Cash/Checks
Department: Arts Center Ticket Office	Checks:	0.00		Session 47167

TOTAL CASH/CHECKS: 406.00

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
<del>05</del>	<del>60</del>	<del>11101</del>	<del>2900005</del>	<del>344.00</del>	<del>BTE Ticket Revenue FY19</del>
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	22.00	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	70.50	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	(70.50)	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	0.00	College Theatre
01	30	12271	4509027	0.00	School Stage for College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	40.00	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				406.00	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 8/17/18=9/18/18				(30)
Received from: Julie Elges		Cash:	112.25		
Prepared By: Jen Berosek					Cash/Checks
Department: Arts Center Ticket Office		Checks:	347.70		

TOTAL CASH/CHECKS: 459.95

Session 47167

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	28.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	37.00	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	236.50	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	158.45	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
01	30	12271	4509027	0.00	School Stage for 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				459.95	



For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 9/19/2018				(30)
Received from: Julie Elges		Cash:	86.00		
Prepared By: Jen Berosek					Cash/Checks
Department: Arts Center Ticket Office		Checks:	1368.00		

TOTAL CASH/CHECKS: 1,454.00

Session 47167

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	80.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	6.00	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	1,368.00	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
01	30	12271	4509027	0.00	School Stage for 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				1,454.00	