

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: BTEREV100118

Invoice Date: 10/03/18

PO Number:

Check Number: E0069638

Check Amount: \$ 3,848.79

Check Date: 10/10/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0529965

Redaction Type: None

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

Document Below

ACH #7

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: 10/3/2018  
Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREV100118		05	60	11101	2900005	Art Center Deposit Liability	\$ 3,848.79

Grand Total \$ 3,848.79

--- \$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 not yet been provided in a satisfactory condition/manner. Consequently, payment is not 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  
Payee Address: 415 Melrose Ave  
Glen Ellyn, IL 60137

Other Instructions: ACH on 10/12/18

Description on Check:  
Revenue Disbursement #7 BTE 2018/19 Deposits 09/10/18 to 09/26/18 Revenue from MAC ticket sales for BTE Plays owed to BTE.

Approvals:

Prepared By: Ellen McGowan  
Signature: *Ellen McGowan*  
Payment Due: 10/12/2018

Approved By: Ellen McGowan  
Signature: *Ellen McGowan*  
Date: 10/3/18

Board Approved Date:

Approved By Division VP: *Kirk*  
Signature: *Kirk*  
Date:

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

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0.234

BTE REVENUE TRACKING							BTEREV100118					
FY19							Payment expected 10/12/18					
	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	BOX OFFICE DEPOSIT DATE	BOX OFFICE DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	BO SHEET
					CASH/CHECKS	CREDIT	CREDIT/LESS FEES	DONATION	3%			
	9/28/2018	3,957.50	9/10/18-9/16/18	3,623.50		3,623.50	3,514.79		108.71			1A
			09/21/18-09/23/18	182.00	182.00		-		-			1B
			9/26/2018	152.00	152.00							1C
Total Settlement 10/01/18		3,957.50		3,957.50	334.00	3,623.50	3,514.79	-	108.71	3,848.79	3,957.50	
09/10/18 to 09/26/18		-										

<b>11101 BTE</b>				
<b>2900005 Liability</b>				
<b>Transaction Type</b>	<b>Document</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
Actuals	'V0529346'	9/28/2018	Buffalo Theatre Ensemble Corp.	\$9,085.05
<del>Actuals</del>	<del>'A000036131'</del>	<del>9/28/2018</del>	<del>Summary for session 47292</del>	<del>(\$3,957.50)</del>
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)
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)
				(\$5,991.19)

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For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

1A

College of DuPage Date: 9/10/18-9/16/18

Received from: Julie Elges

Prepared By: Jen Berosek

Credit Card

Department: Arts Center Ticket Office

ACH PAYMENT 25,438.13

SESSION 47292

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
<del>05</del>	<del>60</del>	<del>11101</del>	<del>2900005</del>	<del>3,623.50</del>	<del>BTE Ticket Revenue FY19</del>
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	(91.25)	Gift Certificates
05	60	11301	4509033	1,493.50	Handling Charge
05	60	11301	5904001	(808.62)	Credit Card Fees
05	60	11401	2900005	210.00	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	10,365.80	Touring Ticket Rev FY 19
05	60	11601	4509027	0.00	School Stage Touring
05	60	11701	4509034	4,845.00	NP Ticket Revenue FY 19
05	60	11701	4509028	461.00	NP New Year's Eve Ticket Revenue FY19
01	30	12181	4509034	12.00	College Choral
01	30	12211	4509034	10.00	College Dance
01	30	12241	4509034	24.00	College Band
01	30	12271	4509034	356.00	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	4,695.00	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
05	60	11301	4509033	19.00	Chargeback Reversal
05	60	11601	4509034	138.60	Chargeback Reversal
05	60	11701	4509034	84.60	Chargeback Reversal
TOTAL				25,438.13	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date:	9/21/18:9/23/18			(18)
Received from: Julie Elges		Cash:	316.00		
Prepared By:	Jen Borsek				Cash/Checks
Department: Arts Center Ticket Office		Checks:	528.00		

TOTAL CASH/CHECKS: 844.00

SESSION 47292

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION		
05	60	11101	2900005	0.00	BTE Ticket Revenue FY19		
05	60	11101	2900005	0.00	BTE Donations		
05	60	11301	2900006	0.00	Gift Certificates		
05	60	11301	4509033	20.00	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	66.00	Touring Ticket Rev FY 19		
05	60	11601	4509027	576.00	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				844.00			



For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 9/26/2018				
Received from: Julie Elges		Cash:	120.00		
Prepared By: Jen Berosek					Cash/Checks
Department: Arts Center Ticket Office		Checks:	1504.00		

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TOTAL CASH/CHECKS: 1,624.00

Session 47292

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	8.00	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	1,408.00	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	56.00	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				1,624.00	