

Information:

Drawer: Finance

Number: **** FERPA Redaction ****

Name: **** FERPA Redaction ****

Invoice Number: C088747

Invoice Date:

PO Number:

Check Number: E0069764

Check Amount: \$ 1,000.00

Check Date: 10/17/2018

Voucher Number: V0529199

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

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: 9/24/2018
Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
IC-088747		05	60	11601	5309001	Other Contractual Services Exp	\$ 500.00

Grand Total

\$ 500.00

AP VERIFIED

Check the box that applies below and sign. **09/27/18 - BETHANY CRUSE**
☒ 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:

Other
Instructions:

Payee Address:

Description on Check:

Videographer "Annie Moses TV Spot" (Inv# 1085 - Presto Productions) 09/24/18 76 VIDEOGRAPHER TR19_ANNIEMOS

Approvals:

Prepared By: Ellen McGowan
Signature: Ellen McGowan
Payment Due:

Approved By: Ellen McGowan Date: 9/24/18
Signature: Ellen McGowan
Approved By: Date:

Board Approved Date:

Signature:
Approved By Division VP: Date:

Signature:

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

76

AGREEMENT NUMBER: **C088747**

*** Independent Contractor Agreement**

VIDEOGRAPHER
TRI9_ANNIEMOS

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

W9 3/2/18

ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
05	60	11601	5309001	\$500.00
APPROVED-Supervisor, Purchasing				DATE
				09/24/18

PART I. Complete PRIOR to performance of contractual services.

Name

ED)

Phone

Street

City, S

Agrees to perform on 09/24/18 the following services for the College of DuPage:

DATE (S)

VIDEOGRAPHER FOR "ANNIE MOSES TV SPOT" (INV# 1085)
PRESTO PRODUCTIONS

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

The sum of \$500.00 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.

Ella M. Moran
DEPARTMENT AUTHORIZED SIGNATOR

9/23/18
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.

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.)

Ella M. Moran

9/25/18

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.

Presto Productions
1637 Redpoll Ct
Naperville, IL 60565
greg@prestoproductions.com



Invoice 1085

BILL TO

McAninch Arts Center
425 Fawell Boulevard
Glen Ellyn, Illinois 60137
U.S

DATE
09/24/2018

PLEASE PAY
\$500.00

DUE DATE
09/24/2018

ACTIVITY	QTY	RATE	AMOUNT
Video Editing Annie Moses TV Spot	1	500.00	500.00

TOTAL DUE

\$500.00

THANK YOU.

05-60-11601-5309001
86 VIDEOGRAPHER TRIP-ANNIEMOS

Ellen M. Gowan

09/24/18

Information:

Drawer: Finance

Number: **** FERPA Redaction ****

Name: **** FERPA Redaction ****

Invoice Number: C088749

Invoice Date:

PO Number:

Check Number: E0069764

Check Amount: \$ 1,000.00

Check Date: 10/17/2018

Voucher Number: V0534176

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

STU
Vendor

V 1534174

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: 10/9/2018
Vendor ID: [REDACTED]

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
IC-088749		05	60	11601	5309001	Other Contractual Services Exp	\$ 500.00
Grand Total							\$ 500.00

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: [REDACTED]

Other
Instructions:

Payee Address: [REDACTED]

Description on Check:

Videographer "Snake Oil TV Spot" (Inv# 1094 - Presto Productions) 10/09/18 76 VIDEOGRAPHER TR19_SNAKEOIL

Approvals:

Prepared By: Ellen McGowan
Signature: Ellen McGowan
Payment Due: _____
Board Approved Date: _____

Approved By: Ellen McGowan Date: 10/9/18
Signature: Ellen McGowan
Approved By: _____ Date: _____
Signature: _____
Approved By Division VP: _____ Date: _____
Signature: _____

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

*** Independent Contractor Agreement**

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

W9 3/2/18

AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
05	60	11001	5309001	500.00
APPROVED-Supervisor, Purchasing				DATE / /

PART I. Complete PRIOR to performance of contractual services.

Name: [Redacted]
 Phone: [Redacted]
 Street: [Redacted]
 City: [Redacted]

Agrees to perform on 10/9/18 the following services for the College of DuPage:
 DATE (S)

VIDEO EDITING SNAKE OIL

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

The sum of \$ 500.00 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 McHonor
 DEPARTMENT AUTHORIZED SIGNATOR

10/04/18
 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.

the contractual agreement.

10-1-18

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 McHonor

10/9/18

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

Presto Productions
1637 Redpoll Ct
Naperville, IL 60565
greg@prestoproductions.com



Invoice 1094

BILL TO McAninch Arts Center 425 Fawell Boulevard Glen Ellyn, Illinois 60137 U.S	DATE 10/09/2018	PLEASE PAY \$500.00	DUE DATE 10/09/2018
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ACTIVITY	QTY	RATE	AMOUNT
Video Editing Snake Oil TV Spot	1	500.00	500.00

TOTAL DUE

\$500.00

THANK YOU.

05-60-11601-5309001
76 VIDEOGRAPHER TRIP-SNAKEOIL

Even M. Gordon 10/9/18