

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: BTEREV101518

Invoice Date: 10/15/18

PO Number:

Check Number: E0069900

Check Amount: \$ 778.00

Check Date: 10/24/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0535164

Redaction Type: None

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

Document Below

ACH #8

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: 10/15/2018  
Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREV101518		05	60	11101	2900005	Art Center Deposit Liability	\$ 778.00

Grand Total \$ 778.00

**AP VERIFIED**  
**10/18/18 - 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 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 10/26/18

Payee Address: 415 Melrose Ave  
Glen Ellyn, IL 60137

Description on Check:

Revenue Disbursement #8	BTE 2018/19	Deposits 09/28/18 to 10/07/18	Revenue from MAC ticket sales for BTE Plays owed to BTE
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**Approvals:**

Prepared By: Ellen McGowan Approved By: Ellen McGowan Date: 10/15/18

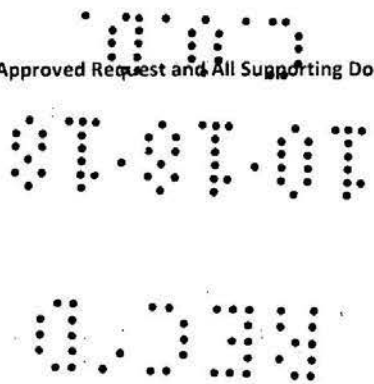
Signature: Ellen McGowan Signature: Ellen McGowan

Payment Due: 10/26/2018 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Division VP: \_\_\_\_\_ Signature: \_\_\_\_\_

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



[illegible]

BTE 11101					
2900005 Liability					
Transaction Type	Document	Date	Description	Amount	
Actuals	'A000036266'	10/11/2018	Summary for session 47474	(\$172.00)	2
Actuals	'A000036252'	10/10/2018	Summary for session 47453	(\$606.00)	1 A, B, C
Actuals	'V0529965'	10/4/2018	Buffalo Theatre Ensemble Corp.	\$3,848.79	✓
Actuals	'V0529346'	9/28/2018	Buffalo Theatre Ensemble Corp.	\$9,085.05	✓
Actuals	'A000036131'	9/28/2018	Summary for session 47292	(\$3,957.50)	
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)	
				(\$2,920.40)	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

1A

College of DuPage	Date: 10/3/2018			
Received from: Julie Elges		Cash:	150.00	
Prepared By: Jen Berosek				Cash/Checks
Department: Arts Center Ticket Office		Checks:	0.00	

TOTAL CASH/CHECKS: 150.00

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	20.00	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	106.00	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	10.00	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				150.00	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 10/4/2018				
Received from: Julie Elges		Cash:	173.00		
Prepared By: Jen Berosek					(13) Cash/Checks
Department: Arts Center Ticket Office		Checks:	0.00		

TOTAL CASH/CHECKS: 173.00

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION	
05	60	11101	2900005	132.00	BTE Ticket Revenue FY19	
05	60	11101	2900005	0.00	BTE Donations	
05	60	11301	2900006	0.00	Gift Certificates	
05	60	11301	4509033	12.00	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	24.00	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	5.00	College Band	
01	3Q	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				173.00		



For Ellen

## RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 10/5/18-10/7/18				
Received from: Julie Elges		Cash:	589.40		
Prepared By: Jen Berosek					<input checked="" type="checkbox"/> Cash/Checks
Department: Arts Center Ticket Office		Checks:	0.00		

TOTAL CASH/CHECKS: 589.40

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	454.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	46.00	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	81.40	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	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				589.40	

For Ellen

## RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 9/28/18	9/30/18			(2)
Received from: Julie Elges	Cash:	315.50			
Prepared By: Jen Berosek					Cash/Checks
Department: Arts Center Ticket Office	Checks:	158.00			

TOTAL CASH/CHECKS: 473.50

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	172.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	33.00	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	43.00	Touring Ticket Rev FY 19
05	60	11601	4509027	48.00	School Stage Touring
05	60	11701	4509034	153.50	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	24.00	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				473.50	