

Information:

Drawer: Finance

Number: \*\*\*\* Other Redaction \*\*\*\*

Name: \*\*\*\* Other Redaction \*\*\*\*

Invoice Number: C088722

Invoice Date:

PO Number:

Check Number: E0070033

Check Amount: \$ 467.00

Check Date: 10/31/2018

Voucher Number: V0535291

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

## EMPLOYEES

Welcome Molly!

## Voucher

Voucher Number V0535291  
 Voucher Amount \$467.00  
 Vendor ID and/or Name 1187319 Mark E. Foss

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000  
 Voucher Date 10/19/18 Voucher Maintenance Date 10/19/18 Due Date 10/25/18  
 Invoice Number IC-088722 Invoice Date 10/19/18  
 Check/Transaction Number Paid Date

## Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Piano Tuning on 10/17/18		1.000		467.0000	467.00	01:30-12241:5309001 College Instrumental; Other Contractual Services Exp	IC-088722		1099MI NEC IL	

## Comments

[WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.]  
 [Piano Tuning on 10/17/18]  
 72 Piano Tuning CM19\_FACULTY01

Approval Date Next Approval

*Ellen M. Gordon*

OK

10/19/18

0535291

72

**\* Independent Contractor Agreement**  
**PIANO TUNING**  
**CM19-FACULTY01**

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

VENDOR NUMBER <b>1187319</b>		AGREEMENT NUMBER: <b>C088722</b>		
ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
<b>01</b>	<b>30</b>	<b>12241</b>	<b>5309001</b>	<b>\$467.00</b>
APPROVED-Supervisor, Purchasing				DATE <b>10/19/18</b>

**PART I. Complete PRIOR to performance of contractual services.**

Name MARK E. FOSS Tax I.D. #/S.S. [REDACTED]  
 (THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM).  
 Phone Number (630) 365-6440 (No college employee may be paid as an independent contractor.)  
 Street 46WOOD9 KESLINGER ROAD  
 City, State, Zip Code ELBURN, IL 60119  
 Agrees to perform on 10/17/2018 the following services for the College of DuPage:  
 DATE (S)  
PIANO TUNING & MAINTENANCE FOR FACULTY RECITAL ON 10/18/18  
(INV#129, \$467.00)

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

The sum of \$ 467.00 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.

Eileen M. Monahan 10/16/18  
 DEPARTMENT AUTHORIZED SIGNATOR 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.

Mark Foss 10-16-2018  
 SIGNATURE OF INDEPENDENT CONTRACTOR 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.)

Eileen M. Monahan 10/22/18  
 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



Invoice #129

Oct 17, 2018

## BILL TO

**College of DuPage**  
 425 Fawell Blvd. Accounts Payable  
 Glen Ellyn, IL 60137-6599  
 mcgowan@cod.edu

## FROM

**Foss Piano Service**  
 46w009 Keslinger Rd  
 Elburn, IL 60119  
 mark.foss@me.com | +1 6306060883

INVOICE ITEMS	AMOUNT
Tune Baldwin SD	\$115.00
Tune Steinway D	\$115.00
Tune 2 Pianos to each other	\$45.00
Regulate action, File Hammers & Voice 2 hrs x \$75.00/hr	\$150.00
Discount 1 unit x \$42.00/unit	\$42.00

**\$467.00**

PAYMENT DUE NOV 16, 2018

## MESSAGE

Thanks for your business.

01-30-12241-5309001  
 72 PIANO TUNING CM19-FACULTY 01

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