

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1083029

Vendor Name: Broadway in Chicago

Invoice Number: B0361250A

Invoice Date: 11/08/18

PO Number: B361250A

Check Number: 0244289

Check Amount: \$ 1,737.50

Check Date: 11/09/2018

Department ID:

Reviewer Name:

Voucher Number: V0541946

Redaction Type: None

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

Document Below

1083029

11/09/2018

0244289

B0361250A

V0541946

DEPOSIT- EX TEATRO ZINZAN

0560112015408001

1,737.50

Ellen M. Howan
11/9/18

1,737.50

0244289

PAY ONLY ONE THOUSAND SEVEN HUNDRED THIRTY SEVEN AND 50/100 DOLLARS

11/09/2018

\$*****1,737.50

Broadway in Chicago
17 North State Street, Ste.810
C/O Lauren Gutierrez
Chicago IL 60602

V541946

PAYABLES BLANKET ORDER REQUEST FOR PAYMENT

AP VERIFIED

11/09/18 - BETHANY CRUSE

11/8/2018 15:47

Payment Date	<u>11/9/2018</u>
Blanket Order #	<u>361250A</u>
Line #	<u>Line 1</u>
Payment Amount	<u>\$ 1,737.50</u>
Vendor #	<u>1083029</u>
Vendor Name	<u>Broadway in Chicago</u>
Documents Attached	<u>Contract</u>
Account #	<u>05-60-11201-5408001</u>
MAC Code (for MAC use only)	<u>63 Special Event FR19_TEATRO</u>
DESCRIPTION	<u>Deposit Payment</u>

Authorized Signature

Elen M. Horan

Date

11/8/18

Bill To:

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137



**Check
Enclosed**

PURCHASE ORDER
361250

Page: 1

Release Method: Hard Copy

Release Date: 11/08/2018

Created Date: 11/08/2018

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1083029
Broadway in Chicago
17 N. State St.
Ste. 810
Chicago, IL 60602
Attn: Customer Service
Phone: 123-123-1234
Fax:

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: McGowan, Ellen

PO Created By: Castellanos, Susan

Purchase Order Comments:**Check Enclosed**

Please send copy of PO to mcgowan@cod.edu Ellen McGowan will request Manual Check asap.

Kirk Overstreet will approve justification with this requisition.

Justification: Contract for donor fundraiser trip to Spiegellent ZaZou-Cambria Hotel on April 11, 2019. Order must be placed in order to acquire contract. PO cannot be done prior to order.

Contract attached

Requisition Number(s): 669961

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		50	Each	EX Teatro ZinZanni Tickets and Suite 04/11/19 per invoice att'd	\$139.00	\$6,950.00

Deliver To: McGowan, Ellen

Sub Total: \$ 6,950.00

Total: \$ 6,950.00

Account Code Summary

Account Code	Account Description	Amount
05-60-11201-5408001		\$6,950.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.

Powered By: eSchoolMail

Print Date: 11/08/2018 3:58:49 PM

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

361250

Page: 2**Release Method:** Hard Copy**Release Date:** 11/08/2018**Created Date:** 11/08/2018

8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

CONTRACT APPROVAL COVER SHEET

Contract Name: Randolph Entertainment/Broadway in Chicago Contract
 Requesting Department: The MAC Date Initiated: 10/22/2018
 Contact Name: Diana Martinez/Ellen McGowan Phone: 3007/3009
 Email Address: martinezd59@cod.edu/mcgowan@cod.edu

Vendor Name: Randolph Entertainment Phone: 312-977-1710
 Vendor Contact: Linda Email: groupsales@broadwayinchicago.
 Total Contract: \$ 6,950.00 Contract Dates: Start: 04/11/19 com
 FY Budget \$ \$6,950.00 1,737.50 (D) / \$5,212.50 (F) End: 04/11/19
 Vendor 1: Name Sole Source-Performance is only shown at Cambria Hotel. Quote: \$
 Vendor 2: Name No other quotes available. Quote: \$
 Vendor 3: Name Quote: \$

Contract Purpose: Fundraiser event for FY2019. The MAC is taking 48 people with two leaders to the Teatro ZinZanni show at the Spiegeltent ZaZou/Cambria Hotel. Tickets will go on sale in December, 2018.

Contract Type: ☐ Independent Contractor ☐ Service Agreement ☐ Lease
☒ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☐ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print

Sign

Requester: Ellen McGowan
 Budget Mgr.: Ellen McGowan
 Dept. Adm.: Diana Martinez

Ellen McGowan
Ellen McGowan
D Martinez

Submit to Purchasing in Berg Instructional Center (BIC), Room 1540 or email to purchasing@cod.edu.

Purchasing Dept. Use Only	
Comments	<u>OK</u>
Approval Initials	<u>DM</u>

CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature.

Submit the contract, along with this form and all required support documents as outlined below, to Purchasing in the Berg Instructional Center (BIC), Room 1540 or via email at purchasing@cod.edu. Purchasing will review all documents, and, if appropriate, will forward to the Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation:

- ☐ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
- ☒ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes.
- ☐ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
- ☒ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.
- ☐ 6. If vendor will be providing a service on campus a Certificate of Insurance is required. For additional information contact Risk Manager.

Upon signature, the original contract will be returned to the requester. It is the responsibility of the requester to forward all fully executed contracts/agreements, no matter the dollar amount, to the Purchasing Department by emailing to purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to purchasingforms@cod.edu.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

**BROADWAY IN CHICAGO
GROUP SALES**

17 N State St, Ste 810, Chicago, IL 60602

Phone: 312-977-1710 | Fax: 312-977-0519 | groupsales@broadwayinchicago.com



GROUP SALES INVOICE

ACCOUNT #: 500217

GROUP NAME: McAninch Arts Center

CUSTOMER NAME: Diana Martinez

PHONE: 630.942.3007

ADDRESS: 425 Fawell Blvd

CITY: Glen Ellyn

STATE: IL

ZIP: 60137

E-MAIL ADDRESS: martinezd59@cod.edu

EVENT: Teatro ZinZanni

VENUE: Spiegeltent ZaZou – Cambria Hotel – 32 W Randolph St – Chicago Theatre District

DAY: Thursday

DATE: April 11th, 2019

TIME: 7PM

OF TICKETS 50 x PRICE PER TICKET* \$ 139.00 = \$ 6950.00

(*GROUP TICKET PRICES INCLUDE FACILITIES FEES, HANDLING, GRATUITY & TAXES.)

TOTAL DUE: \$ 6950.00

PAYMENT TERMS ALL PAYMENTS ARE NON-REFUNDABLE.

DEPOSIT DUE 10/31/2018

IN THE AMOUNT OF \$ 1737.50

PAYMENT DUE 2/14/2019

IN THE AMOUNT OF \$ 5212.50

CHECK PAYMENT SHOULD BE MADE PAYABLE TO:

RANDOLPH ENTERTAINMENT

CHECKS CAN BE MAILED TO:

Broadway In Chicago
17 N State Street Suite 810
Chicago, IL 60602

FOR TICKET OFFICE USE ONLY

Patron ID:

10024

Confirmation #:

Processed By:

Mike

Terms of Contract

1. A Group sales contract is available only to a Group containing ten (10) or more individuals requesting tickets for the same performance.
2. **Groups of 10-39** will require a full payment within three (3) weeks of customer's receipt of Group Sales contract as determined by Broadway In Chicago records.
3. **Groups over 40** will require a nonrefundable deposit of at least twenty-five percent (25%) of the total payment due within two (2) weeks of the customer's receipt of Group Sales Contract as determined by Broadway In Chicago records. **Reduction in number of tickets ordered must be made 30 days prior to final payment date.** The balance of the order is due 6 weeks before the date of the requested performance regardless of the amount of tickets ordered. The balance of orders for performances in December will be due 8 weeks before the date of the requested performance regardless of the amount of tickets ordered. In the event that a ticket order is placed within three weeks of a performance, then full payment must be made immediately upon execution of the Group Sales Contract, by certified checked, cashier's check, money order or credit card.
4. If the Group fails to make full payment when due, all tickets may be released by Broadway In Chicago for public sale. Broadway In Chicago may retain, as liquidated damages for the Group's breach of this agreement, all monies paid by the Group to Broadway In Chicago hereunder.
5. The Group understands that no physical tickets will be received. The contract number and group name will hold the reservation for the Group.
6. The Group may not cancel or exchange tickets once any payment has been received. No reservation is guaranteed until payment is received. No other verbal or written representations regarding the above are valid.
7. All Group sales are subject to ticket availability. The Group understands and accepts that the priority of ticket session assignments will vary by date and circumstances, and shall be at the sole discretion of Broadway In Chicago. The Group agrees that this is a fair and equitable arrangement.
8. In the event that a scheduled performance is canceled for any reason, payment will be refunded in full or reservations may be transferred to another performance if tickets are available and the Group is in agreement. In the case of inclement weather, it is our policy to fulfill the scheduled performance obligations. The Group agrees that should a performance be canceled, Broadway In Chicago shall not be liable for any damages in excess of the amount actually paid for tickets under this Group Sales Contract and that Broadway In Chicago shall not be liable for any other damages incurred by the Group or any of its members resulting from changes in the performance date, time of performance or ticket prices, whether or not the Group attends the performance.
9. No tickets purchased pursuant to this Group Sales Contract may be resold for any amount other than the price of each ticket without the express written permission of Broadway In Chicago. Tickets acquired hereunder may not be resold, transferred or distributed to any ticket broker or any other person or entity for resale. Broadway In Chicago reserves the right to deny admission to any person seeking admission with a ticket obtained in violation of the terms of this paragraph. Broadway In Chicago further reserves the right to seek recovery from the Group for all damages incurred by Broadway In Chicago as a result if any breach of this paragraph together with attorney's fees and other reasonable expenses incurred by Broadway In Chicago in collecting such damages. However, in no event shall the amount of damages be less than five (5) times the price printed on the face of each ticket obtained in violation of the terms of this paragraph. Should it come to the attention of Broadway In Chicago management that anyone in the Group is a ticket broker, all current and future orders may be canceled without notice or justification of action.
10. Any advertising by the Group relating to the purchase of tickets under this Group Sales Contract is subject to the express written approval of Broadway In Chicago. In the event of any unauthorized advertising, the order may be canceled without notice at the sole discretion of Broadway In Chicago.
11. No order will be accepted unless this Group Sales Contract has been executed by an officer of the Group. Payment of the full amount and/or execution of this Group Sales Contract indicates that the undersigned has received a copy of the Group Sales Contract and understands and accepts the terms and conditions contained herein.
12. **This constitutes approval for use of all contact information including: address, phone, fax and e-mail in connection with this contract regarding this booking, future Broadway In Chicago or sponsor / partner related advertising.**
13. This Contract constitutes the entire agreement between the parties. There are no other oral representations or understandings modifying any of the terms of this agreement. The terms of this agreement can be altered only with the written consent of Broadway In Chicago.
14. Broadway In Chicago reserves the right, in its sole discretion, to refuse to take Group sales orders from any Group or individual for any reason whatsoever, subject to applicable law.

ACCEPTED:

Brian W. Caputo, Ph.D., C.P.A.

Vice President/CFO

Administrative Affairs

BRIAN CAPUTO

Print Name



Signature

E-mail Address

Date

11/2/18

URGENT

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: November 8, 2018
SUBJECT: Request for Manual Checks 4

Brian,

Please approve these manual check requests for payment to:

A Toda Madre (Frida Kahlo Press Event 11/10/18)	3,060.00
Ascencio Restaurants (Frida Kahlo Press Event 11/10/18)	1,796.40
Broadway in Chicago (Deposit, MAC Fundraiser 04/11/19)	1,737.50
Quik Impressions (Postage, 2018 Holiday Brochure)	3,254.19

These vendors need payment by then end of the week. We cannot wait until the next check run on November 16.

Thank you for your help and understanding.

Ellen McGowan

X Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

Attachments

Need
FRIDAY
by day's
end.