

Information:

Drawer: Finance

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

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

Invoice Number: C085767

Invoice Date:

PO Number:

Check Number: 0244721

Check Amount: \$ 200.00

Check Date: 11/14/2018

Voucher Number: V0541107

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

*Student*

MEMBER NUMBER  
[Redacted]

AGREEMENT  
NUMBER:

*0085767*

**\* Independent Contractor Agreement**

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

*V541107*

ACCOUNT NUMBER/AMOUNT				
UND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
<i>05</i>	<i>60</i>	<i>00661</i>	<i>5304002</i>	<i>200.00</i>
<i>05</i>	<i>60</i>	<i>00661</i>	<i>5503001</i>	
APPROVED-Supervisor, Purchasing				DATE <i>/ /</i>

*Term. date = 6/1/18*

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

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

Agrees to perform on *Oct. 17 and 24, 2018 (7-9pm)* the following services for the College of DuPage:  
*Guest lecturer for Wildlife Care in Captivity.*

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

The sum of \$ *200.00* 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.

*Maren M. Keen*  
DEPARTMENT AUTHORIZED SIGNATOR

*10/17/18*  
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.

[Redacted] a copy of the contractual agreement.

*10/17/18*  
DATE

SIGNATURE OF INDEPENDENT CONTRACTOR

**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.)

*Maren M. Keen*  
COLLEGE AUTHORIZED SIGNATURE

*10/25/18*  
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

## **Zerrudo, Maria**

---

**From:** Mosher, Jill  
**Sent:** Friday, November 2, 2018 11:25 AM  
**To:** Zerrudo, Maria  
**Subject:** FW: Sandra Woltman IC Agreement

IC Agreement for Sandra Woltman – Maren wants to use GL 05-60-00661-5503001

---

**From:** McKellin, Maren K.  
**Sent:** Friday, November 2, 2018 10:21 AM  
**To:** Mosher, Jill <mosher@cod.edu>  
**Subject:** RE: Sandra Woltman IC Agreement

Thanks, Jill.

---

**From:** Mosher, Jill  
**Sent:** Friday, November 2, 2018 9:58 AM  
**To:** McKellin, Maren K. <mckellin@cod.edu>  
**Subject:** RE: Sandra Woltman IC Agreement

Yes, we can use that GL number.

---

**From:** McKellin, Maren K.  
**Sent:** Friday, November 2, 2018 8:55 AM  
**To:** Mosher, Jill <mosher@cod.edu>  
**Subject:** RE: Sandra Woltman IC Agreement

OK. Can you please use 05-60-00661-5503001?

Thanks,  
Maren

---

**From:** Mosher, Jill  
**Sent:** Thursday, November 1, 2018 9:50 AM  
**To:** McKellin, Maren K. <mckellin@cod.edu>  
**Subject:** Sandra Woltman IC Agreement

Maren, I'm creating a voucher for Sandra and the GL account number on the contract does not exist. See screen shot.

GL Account 05\_60\_00661\_5309002 does not exist

OK

VOUM | VOIL | VOUD - Vo

K < 1 of 1 > X

GL Account Window

Voucher ID: V0540926

Voucher Date: 11/01/18

Status:

Vendor

Mrs Sandra M. Woltman

PO Num

Comdy

Rcr Vouch

Desc

Lecture Wildlife Care

Qty Accep

Price

200.0000

Fixed As

Vendor P

Quantity

1.000

Form/Box/

Unit of Issue

Invoice

Trade Disc Amt

Invoice D

Trade Disc Pct

Comments

Cash Discount

Extended Price

200.00

Tax Codes

GL Account No

Percent

Quantity

0560006615309002

GL Amt

Proj ID