

Information:

Drawer: Finance

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

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

Invoice Number: C088674

Invoice Date:

PO Number:

Check Number: 0244954

Check Amount: \$ 500.00

Check Date: 11/29/2018

Voucher Number: V0543714

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

1521951

11/29/2018

0244954

C088674

V0543714

Soloist for DuPage

0130121815309001

500.00



Ellen M. Howan
11/30/18

500.00

0244954

PAY ONLY FIVE HUNDRED AND 00/100 DOLLARS

11/29/2018

\$*****500.00

Scott Brunscheen
1719 Grand Ave Unit 310
Des Moines IA 50309

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

V543714

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: 11/12/2018
Vendor ID: 1521951

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
IC-088674		01	30	12181	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: Scott Brunscheen

Other Instructions: Must have check for 12/02/18 performance.

Payee Address: 1719 Grand Ave, Unit 310
Des Moines, IA 50309

Please hold check for pickup by
Ellen McGowan (x3009).

Description on Check:

Soloist DuPage Chorale "Baroque Masterworks" 12/02/2018 75 Soloist CM19_DPCHORA01

Need by: 11/30/18 Thank you!

Approvals:

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

Approved By: Ellen McGowan
Signature: Ellen McGowan Date: 11/12/18
Approved By:
Signature: Brian H. Caputo Date: 11/28/18

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

015711

0.334

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	30	12181	5309001	\$500.00
APPROVED-Supervisor, Purchasing				DATE / /

*** Independent Contractor Agreement**

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

PART I. Complete PRIOR to performance of contractual services.

Name SCOTT BRUNSCHEN

(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM.)

Tax I.D. #/S.S.

Phone Number (515) 991 2367

(No college employee may be paid as an independent contractor.)

Street 1719 GRAND AVE. UNIT 310

City, State, Zip Code DES MOINES IA 50309

Agrees to perform on 12/02/18 the following services for the College of DuPage:

DATE (S)

SOLOIST FOR DUPAGE CHORALE CONCERT ON 12/02/2018

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.

Eileen M. Moran
DEPARTMENT AUTHORIZED SIGNATOR

11/12/18
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.

Scott Brunschen
SIGNATURE OF INDEPENDENT CONTRACTOR

11/02/2018
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. Moran

COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

**MUST HAVE CHECK
ON 11/30/18 FOR**

*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

12/02/18 PERFORMANCE

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: November 28, 2018
SUBJECT: Request for Manual Checks 6

Brian,

Please approve these manual check requests for payment to:

A.F.M. & E.P. Fund (New Phil Pension Nov Concert)	1,028.82
Ascencio Restaurants (Frida Kahlo Press Event 11/10/18)	128.88
Brunsheen, Scott (Soloist DuPage Chorale 12/02/18)	500.00
Chicago Federation of Musicians (New Phil Dues Nov Concert)	6.60
Gamez, Denise (Soloist DuPage Chorale 12/02/18)	500.00
Stoppelenburg, Josefien (Soloist DuPage Chorale 12/02/18)	500.00

These vendors need payment by the end of the week. We cannot wait until the next check run on December 14.

Thank you for your help and understanding.

Ellen McGowan

Manual check

X *Brian W. Caputo*

Attachments

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

