

Information:

Drawer: Finance

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

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

Invoice Number: C088673

Invoice Date:

PO Number:

Check Number: 0244956

Check Amount: \$ 500.00

Check Date: 11/29/2018

Voucher Number: V0543716

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

1239428

11/29/2018

0244956

C088673

V0543716

Soloist Dupage Chorale

0130121815309001

500.00

Ellen M. Monahan  
11/30/18

500.00

0244956

PAY ONLY FIVE HUNDRED AND 00/100 DOLLARS

11/29/2018

\$\*\*\*\*\*500.00

Denise Gamez  
27W134 Chestnut Ln  
Winfield IL 60190

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

V543716

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: 1239428

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
IC-088673		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: Denise Gamez

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

Payee Address: 27W134 Chestnut Ln  
Winfield, IL 60190

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

Description on Check:

Need by: 11/30/18  
Thank you!

Soloist DuPage Chorale "Baroque Masterworks" 12/02/2018 75 Soloist CM19\_DPCHORA01

Approvals:

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

Approved By: Ellen McGowan  
Signature: Ellen McGowan 11/12/18  
Approved By: \_\_\_\_\_  
Signature: Brian H. Caputo 11/28/18  
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)

01.51.11

0.034



# \* Independent Contractor Agreement

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

75  
SOLOIST

CM19-DECHORAOI

VENDOR NUMBER 1239428		AGREEMENT NUMBER: C088673		
ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	30	12181	5309001	\$500.00
APPROVED-Supervisor, Purchasing				DATE / /

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

Name DENISE GAMEZ (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) 653-3428 (No college employee may be paid as an independent contractor.)

Street 27 W 134 Chestnut LN

City, State, Zip Code Winfield, IL 60190

Agrees to perform on 12/02/2018 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.

Ellen M. Monahan  
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.

Denise Gamez  
(SIGNATURE OF INDEPENDENT CONTRACTOR)

November 5, 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.)

Ellen M. Monahan  
COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

**MUST HAVE CHECK** \*See board policy, procedures and instructions on reverse side.  
**ON 11/30/18 FOR** (This agreement is VOID if amount exceeds \$5,000.00)  
**12/02/18 PERFORMANCE** Original forward to Accounts Payable; Blue, Purchasing Dept.; Yellow, Signator; Pink, Contractor

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

