

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.

Invoice Number: 110518

Invoice Date: 11/05/18

PO Number:

Check Number: E0070302

Check Amount: \$ 1,455.95

Check Date: 11/14/2018

Department ID: 11101

Reviewer Name:

Voucher Number: V0542048

Redaction Type: None

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

Document Below

Act # 10

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

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: 11/5/2018
Vendor ID: 1484699

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
BTEREV110518		05	60	11101	2900005	Art Center Deposit Liability	\$ 1,455.95

Grand Total \$ 1,455.95

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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.

AP VERIFIED
11/09/18 - MARIA ZERRUDO

Payee Name: Buffalo Theatre Ensemble Corp Other Instructions: ACH on 11/16/18

Payee Address: 415 Melrose Ave
Glen Ellyn, IL 60137

Description on Check:

Revenue Disbursement #10 BTE 2018/19 Deposits 10/15/18 to 10/30/18 Revenue from MAC ticket sales for BTE Plays owed to BTE.

Approvals:

Prepared By: Ellen McGowan Approved By: Ellen McGowan Date: 11/16/18
Signature: Ellen McGowan Signature: Ellen McGowan Date: 11/16/18
Payment Due: 11/16/2018 Approved By: Kil Date: 11/18/18
Board Approved Date: Approved By Division VP: Date:
Signature:

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

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BTE REVENUE TRACKING									BTREV110518			
FY19									Payment expected 11/16/18			
	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	BOX OFFICE DEPOSIT DATE	BOX OFFICE DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	BO SHEET
					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%			
	10/31/2018	972.00	10/15/18-10/21/18	972.00		722.00	700.34	250.00	21.66			1
	10/31/2018	504.00	10/29/18-10/30/18	504.00	504.00		-		-			2
			Correction from BTREV081318 ACH#2 on 08/23/18 Donation 53.50. Already given 51.89. Remaining CC Fee 1.61.									
								1.61	(1.61)			
Total Settlement 11/05/18		1,476.00		1,476.00	504.00	722.00	700.34	251.61	20.05	1,455.95	1,476.00	
10/15/2018-10/30/18												

BUFFALO THEATRE ENSEMBLE				
11101-2900005				
Transaction Type	Document	Date	Description	Amount
Actuals	'V0541080'	11/2/2018	Buffalo Theatre Ensemble Corp.	\$14,699.13
Actuals	'A000036505'	10/31/2018	Summary for session 47781	(\$504.00)
Actuals	'A000036496'	10/31/2018	Summary for session 47756	(\$972.00)
Actuals	'A000036425'	10/25/2018	Summary for session 47669	(\$106.50)
Actuals	'A000036390'	10/22/2018	Summary for session 47617	(\$9,919.40)
Actuals	'A000036373'	10/19/2018	Summary for session 47595	(\$5,114.50)
Actuals	'V0535164'	10/18/2018	Buffalo Theatre Ensemble Corp.	\$778.00
Actuals	'A000036266'	10/11/2018	Summary for session 47474	(\$172.00)
Actuals	'A000036252'	10/10/2018	Summary for session 47453	(\$606.00)
Actuals	'V0529965'	10/4/2018	Buffalo Theatre Ensemble Corp.	\$3,848.79
Actuals	'V0529346'	9/28/2018	Buffalo Theatre Ensemble Corp.	\$9,085.05
Actuals	'A000036131'	9/28/2018	Summary for session 47292	(\$3,957.50)
Actuals	'V0528850'	9/24/2018	Buffalo Theatre Ensemble Corp.	\$5,156.35
Actuals	'A000036029'	9/21/2018	Summary for session 47167	(\$6,545.70)
Actuals	'A000035964'	9/17/2018	Summary for session 47081	(\$2,701.20)
Actuals	'A000035911'	9/12/2018	Summary for session 47018	(\$204.00)
Actuals	'A000035878'	9/10/2018	Summary for session 46978	(\$5,091.20)
Actuals	'V0526896'	9/7/2018	Buffalo Theatre Ensemble Corp.	\$6,961.79
Actuals	'A000035803'	8/31/2018	Summary for session 46872	(\$100.00)
Actuals	'A000035771'	8/30/2018	Summary for session 46821	(\$6,858.80)
Actuals	'A000035742'	8/28/2018	Summary for session 46779	(\$306.70)
Actuals	'V0523714'	8/22/2018	Buffalo Theatre Ensemble Corp.	\$9,329.56
Actuals	'V0523537'	8/20/2018	Buffalo Theatre Ensemble Corp.	\$38,430.76
Actuals	'A000035561'	8/16/2018	Summary for session 46539	(\$9,578.20)
Actuals	'A000035457'	8/8/2018	Summary for session 46399	(\$39,354.80)
Actuals	'A000035371'	8/2/2018	Summary for session 46280	(\$256.60)
Actuals	'V0521673'	7/25/2018	Buffalo Theatre Ensemble Corp.	\$4,750.40
Actuals	'A000035174'	7/18/2018	Summary for session 46042	(\$1,202.00)
Actuals	'A000035160'	7/17/2018	Summary for session 46027	(\$2,138.40)
Actuals	'A000035116'	7/12/2018	Summary for session 45976	(\$768.00)
Actuals	'A000035089'	7/11/2018	Summary for session 45951	(\$642.00)
			Total	(\$4,059.67)

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage Date: ~~10/15/18~~ 10/21/18

Received from: Julie Elges

Prepared By: Jen Berosek

Credit Card

Department: Arts Center Ticket Office

ACH PAYMENT 31,428.55

Session 47756

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11401	2900005	722.00	BTE Ticket Revenue FY19
05	60	11101	2900005	250.00	BTE Donations
05	60	11301	2900006	(254.80)	Gift Certificates
05	60	11301	4509033	2,238.50	Handling Charge
05	60	11301	5904001	(1,022.60)	Credit Card Fees
05	60	11401	2900005	280.00	Rental Ticket Revenue
05	60	11401	4600001	0.00	Facility Rental Deposit
05	60	11601	4509001	0.00	TOURING Advertising Revenue
05	60	11701	4509001	0.00	NEW PHIL Advertising Revenue
05	60	11601	4509034	19,921.45	Touring Ticket Rev FY 19
05	60	11601	4509027	1,600.00	School Stage Touring
05	60	11701	4509034	2,050.00	NP Ticket Revenue FY 19
05	60	11701	4509028	2,191.40	NP New Year's Eve Ticket Revenue FY19
01	30	12181	4509034	0.00	College Choral
01	30	12211	4509034	50.00	College Dance
01	30	12241	4509034	580.00	College Band
01	30	12271	4509034	2,822.60	College Theatre
01	30	12271	4509027	0.00	School Stage for College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	0.00	Arts Center Friends \$50+
05	60	11701	2900005	0.00	New Phil Friends \$50+
05	60	11201	4509034	0.00	Hamilton
05	60	11301	4509021	0.00	VIP Experience
05	60	11301	2900002	0.00	VIP Experience Sales Tax
TOTAL				31,428.55	

For Ellen

RECEIPT OF PAYMENT - NARD CODE: MACT

College of DuPage	Date: 10/29/18	10/30/18			
Received from: Julie Elges		Cash:	336.00		
Prepared By: Jen Berosek					Cash/Checks
Department: Arts Center Ticket Office		Checks:	5263.35		

TOTAL CASH/CHECKS: 5,599.35

5835101 47781

FUND	FUNCTION	DEPT	OBJECT	AMOUNT	DESCRIPTION
05	60	11101	2900005	504.00	BTE Ticket Revenue FY19
05	60	11101	2900005	0.00	BTE Donations
05	60	11301	2900006	0.00	Gift Certificates
05	60	11301	4509033	12.00	Handling Charge
05	60	11401	2900005	0.00	Rental Ticket Revenue
05	60	11401	4600001	0.00	Facility Rental Deposit
05	60	11601	4509001	0.00	TOURING Advertising Revenue
05	60	11701	4509001	0.00	NEW PHIL Advertising Revenue
05	60	11601	4509034	1,747.35	Touring Ticket Rev FY 19
05	60	11601	4509027	256.00	School Stage Touring
05	60	11701	4509034	0.00	NP Ticket Revenue FY 19
05	60	11701	4509028	0.00	NP New Year's Eve Ticket Revenue FY19
01	30	12181	4509034	0.00	College Choral
01	30	12211	4509034	0.00	College Dance
01	30	12241	4509034	0.00	College Band
01	30	12271	4509034	0.00	College Theatre
01	30	12271	4509027	3,080.00	School Stage for College Theatre
05	60	11301	2900005	0.00	MLK Breakfast
05	60	11201	2900005	0.00	Arts Center Friends \$50+
05	60	11701	2900005	0.00	New Phil Friends \$50+
05	60	11201	4509034	0.00	Hamilton
05	60	11301	4509021	0.00	VIP Experience
05	60	11301	2900002	0.00	VIP Experience Sales Tax
TOTAL				5,599.35	