

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1495058

Vendor Name: DiBrita Media LLC

Invoice Number: 18110004

Invoice Date: 11/06/18

PO Number:

Check Number: E0070588

Check Amount: \$ 1,080.00

Check Date: 11/28/2018

Department ID: 63003

Reviewer Name:

Voucher Number: V0542968

Redaction Type: None

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

Document Below

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES

Welcome Yvonne!

Voucher

Voucher Number V0542968

Voucher Amount \$180.00

Vendor ID and/or Name 1495058 DiBrita Media LLC

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000

Voucher Date 11/19/18 Voucher Maintenance Date 11/19/18 Due Date 11/19/18

Invoice Number 18110004 Invoice Date 11/06/18

Check/Transaction Number Paid Date

AP VERIFIED

Created from Document

11/21/18 - MARIA ZERRUDO

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Craft Beer Supplies		12.000		15.0000	180.00	05-63-63003-5401002 Food & Beverage CE: Instructional Supplies	18110004			

Comments

Course #PROED-0011-552 Promoting Beer as a Brand Ambassador

Approval Date

Next Approval

OK

NOV 19 2018

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

003
07.07.11
0.034

received
11-7-18 YB

Don DiBrita MEDIA

#1495058

INVOICE

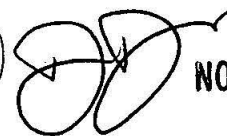
DiBrita Media LLC
419 Orleans Ave
Naperville, IL 60565
630-780-0569
don@dondibrita.com

Invoice No : 18110004
Date : 11/6/2018

College of DuPage
Continuing Education
425 Fawell Blvd
Glen Ellyn, IL 60137

Quantity	Description	Unit Price	Line Total
12	Promoting Beer as a Brand Ambassador Supplies (09/27/18 - 11/01/18)	\$15.00	\$ 180.00
	Course # PROED-0011-552		
	Acct# 05-63-63003-5401002		
TOTAL			\$ 180.00

APPROVED



NOV 19 2018

AGREEMENT
Between
COLLEGE OF DuPAGE
And
DiBrita Media, Inc.

This Agreement is entered into this 29th day of August, 2017 between College of DuPage and DiBrita Media, LLC. (Consultant).

SERVICES: DiBrita Media, LLC shall perform the following services for the College of DuPage:
Development of curriculum and instruction for marketing and craft beer courses through Continuing Education, including but not limited to Introduction to the Craft Beer Industry, Marketing Craft Beer, Advanced Marketing through Social Media

Consultant will perform duties at the College using College facilities as appropriate.

WORK PRODUCT: All documents, including reports and all other work products produced by Consultant under this Agreement shall become and remain the property of College of DuPage. The Consultant shall submit any document, publication, brochure, electronic media, etc., which was developed for College of DuPage under this Agreement to the College for copyright or trademark by the College.

TERM: The term of this agreement shall be Tuesday, August 29, 2017, to Friday, June 30, 2019.

REMUNERATION: A rate of \$50 per hour shall be paid to DiBrita Media, LLC, in addition to any material fees for the course(s). Material fees shall not exceed \$350 per class. Hours are not to exceed 290, or an amount totaling \$14,500. Invoices for services are to be submitted to College of DuPage prior to any payment to DiBrita Media, LLC.

TAXES: DiBrita Media, LLC shall be responsible for any and all state, local and federal taxes due related to income from the above services.

LIAISON: While performing these services, it is understood that DiBrita Media, LLC will coordinate with Danielle Kuglin Seago, program manager Continuing Education.

INSURANCE: It is understood that DiBrita Media, LLC must carry, at its own expense any insurance coverage; such as, worker's compensation, medical, property, liability, and auto, related to the above mentioned services.

LIABILITY: DiBrita Media, LLC 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 attorney's fees, which may arise during the performance of this agreement.

DiBrita Media, LLC also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. DiBrita Media, LLC shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grants rights, against all damages suffered and expenses incurred based on any breach or alleged breach of DiBrita Media, LLC's warranty.

CERTIFICATION: All contracts 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 of 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.

TERMINATION: The College may terminate this Agreement and the services at any time upon five (5) days written notice to Vendor. Written notice shall be deemed to have been given immediately when sent by email, fax or other electronic method and seventy-two (72) hours after being deposited in the United States mail. The College shall not be responsible for any services or expenses incurred after the date of termination.

In consideration thereof, both parties agree to the conditions set forth above.

Vendor

DiBrita Media, LLC

Vendor Name

81-0697701

FEIN

8-23-17

Date

Brian W. Caputo

Chief Financial Officer

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

Vice President/CFO

Administrative Affairs

9/6/17

Date

I agree with the terms stated above and certify that I have received a copy of the contract agreement.

Donald DiBrita, DiBrita Media, LLC

Donald DiBrita

Vendor Signature

8-23-17

Date

DiBrita Media LLC Contract Approval for Business of Craft Beer Program

Three Verbal Quotes

Received three verbal quotes from Chicagoland Marketing firms specializing in the business of craft beer.

Good Beer Hunting

Michael Kiser, writer, photographer, brand + product strategist

3624 W. Wrightwood Ave., Chicago, IL 60647

goodbeerhunting.com

Verbal quote of no less than \$10,000 per project; approx. \$350 per hour

Matt Tanaka Marketing

Matt Tanaka, Founder and Marketing Strategist

www.matttanakamarketing.com

Verbal quote of \$100 per hour

DiBrita Media, LLC

Don DiBrita, Marketing and Advertising

www.beerdogging.com

Verbal quote of \$50 per hour

Course titles	Tuition Per Contact Hour	Estimated hours for Fall 2017	Estimated hours for Spring 2018	Total Revenue	Per Year Spend/Cost of Doing Business	Estimated Per FY Profit
Promoting Beer as a Brand Ambassador	\$279	8	20			
		\$ 2,232.00	\$ 5,580.00	\$ 7,812.00		
Introduction to the Craft Beer Industry	\$325	8	20			
		\$ 2,600.00	\$ 6,500.00	\$ 9,100.00		
Totals		\$ 4,832.00	\$ 12,080.00	\$16,912.00	\$ 7,250.00	\$ 9,662.00

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1495058

Vendor Name: DiBrita Media LLC

Invoice Number: 18110003

Invoice Date: 11/06/18

PO Number:

Check Number: E0070588

Check Amount: \$ 1,080.00

Check Date: 11/28/2018

Department ID: 63003

Reviewer Name:

Voucher Number: V0543226

Redaction Type: None

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

Document Below

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: 11/19/2018
Vendor ID: 1495058

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
18110003		05	63	63003	5308001	Instructional Service Contr	\$ 900.00

Grand Total \$ 900.00

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:



Other
Instructions:

Payee Address: 419 Orleans Ave, Naperville, IL 60565

Description on Check:

Instruction, Promoting Beer as a Brand Ambassador (PROED-0011-552)

Approvals:

Prepared By:

Yvonne Bedford

Approved By:

Daniel Deasy

Date:

Signature:

Yvonne Bedford

Signature:

[Signature]

11/18/18

Payment Due:

12/14/2018

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature:

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

01.03.17

0034

received
11-7-18 YB
INVOICE


DiBrita Media LLC
419 Orleans Ave
Naperville, IL 60565
630-780-0569
don@dondibrita.com

Invoice No : 18110003
Date : 11/6/2018

College of DuPage
Continuing Education
425 Fawell Blvd
Glen Ellyn, IL 60137

Quantity	Description	Unit Price	Line Total
18	Promoting Beer as a Brand Ambassador Instruction (09/27/18 - 11/01/18)	\$50.00	\$ 900.00
	Course # PR0ED-0011-552		
	Acct# 05-63-63003-5308001		
TOTAL			\$ 900.00

APPROVED



NOV 1964

NOV 19 2018

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Chief Financial Officer

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

Vice President/CFO

Administrative Affairs

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Donald DiBrita, DiBrita Media, LLC

Donald A. DiBrita

Vendor Signature

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Date

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3624 W. Wrightwood Ave., Chicago, IL 60647

goodbeerhunting.com

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Matt Tanaka, Founder and Marketing Strategist

www.matttanakamarketing.com

Verbal quote of \$100 per hour



DiBrita Media, LLC

Don DiBrita, Marketing and Advertising

www.beerdogging.com

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