

Information:

Drawer: Finance

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

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

Invoice Number: C910017

Invoice Date:

PO Number:

Check Number: 0272498

Check Amount: \$ 150.00

Check Date: 09/15/2020

Voucher Number: V0640305

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

VENDOR
College of DuPage
*** Independent Contractor**
Agreement

477 Lecturer
CREATES

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

* After final approver signs the completed form, send to invoicing@cod.edu.

VENDOR NUMBER 1526068		Agreement Number C910017	
ACCOUNT NUMBER/AMOUNT			
FUND 01	FUNCTION 30	DEPARTMENT 12301	OBJECT 5309004
APPROVED-Supervisor, Purchasing			AMOUNT 150.00
			DATE

PART I. Complete PRIOR to performance of contractual services.

Name Kirsten Leenaars Tax I.D. #/S.S. #
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM). (ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

Phone Number (773) 531-6083 (No college employee may be paid as an independent contractor.)

Street 1437 West Ohio Street, apt 3

City, State, Zip Code Chicago, IL, 60642

Agrees to perform on April 24, 2020 the following services for the College of DuPage:
DATE (S)

A recorded studio visit/conversation with curator Justin Witte, via zoom, for the Stuck in the Studio series

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

The sum of \$ 150.00 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 McGowan
Digitally signed by Ellen McGowan
Date: 2020.08.19 11:40:12 -05'00'
DEPARTMENT AUTHORIZED SIGNATOR

08/19/2020
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:

SIGNATURE OF INDEPENDENT CONTRACTOR Kirsten Leenaars

DATE 07/14/2020

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 McGowan
Digitally signed by Ellen McGowan
Date: 2020.08.19 11:43:08 -05'00'
COLLEGE AUTHORIZED SIGNATURE

DATE 08/19/2020

COUNTER SIGNATOR (OPTIONAL)

09/01/20
DATE

* See board policy, procedures and instructions on next page.
(This agreement is VOID if amount exceeds \$5,000.00)

From: mcgowan@cod.edu
Sent: Tue Sep 01 18:42:26 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Leenaars, Kristen ICA

Did this get lost somewhere in the process? I don't see it posted yet.
Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

From: McGowan, Ellen
Sent: Wednesday, August 19, 2020 5:53 PM
To: Invoicing <invoicing@cod.edu>
Subject: Leenaars, Kristen ICA

Please process the attached.
Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

College of DuPage
*** Independent Contractor Agreement**

477 Lecturer
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1526068				
ACCOUNT NUMBER/AMOUNT				
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01	30	12301	5309004	150.00
APPROVED-Supervisor, Purchasing				DATE

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Name Kirsten Leenaars

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

Tax I.D. #/S.S. [REDACTED]

(ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

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Kirsten Leenaars

DATE

07/14/2020

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COLLEGE AUTHORIZED SIGNATURE

Digitally signed by Ellen McGowan
Date: 2020.08.19 11:43:06 -05'00'

DATE

08/19/2020

COUNTER SIGNATOR (OPTIONAL)

DATE

*See board policy, procedures and instructions on next page.
(This agreement is VOID if amount exceeds \$5,000.00)

Independent Contractors

I. Board Policy #15-465

Employee vs. Independent Contractor

The Board recognizes the need for and will compensate for personal services in accordance with the following criteria:

1. Individuals who offer their services to the public as a normal part of their business will be considered independent contractors.
2. Any person who is already an employee of the college cannot also be considered an independent contractor by the College of DuPage except for payments under intellectual property rights (Board Policy #15-195).
3. All other individuals under the direction of the college and paid by the college will be hired as employees through established procedures and paid through the payroll system.

II. Board Procedure for Policy #15-465

Agreements with independent contractors for services of \$5,000 or less will be arranged through use of an Independent Contractor Agreement. The Independent Contractor Agreement also serves as a requisition and requires proper budget accounts and approvals.

Agreements with independent contractors in excess of \$5,000 will be arranged through the use of an individualized contractual agreement. The development of the contract will be through the office of the Vice President of Administrative Affairs. A purchase order requisition must accompany the contractual agreement.

Only one payment is to be made for independent contractor services. This single payment will be made only after the completion of the contractual services.

Agreements with regular college employees for additional compensated services will be arranged through the appropriate college offices through the payroll system except for payments under intellectual property rights (Board Policy #15-195).

III. Instructions For Completion of Independent Contractor Agreement

A. PRIOR to Performance of Services

Complete Part I of the Agreement:

1. The attached FORM W-9 must be fully completed, signed, dated and returned with the Independent Contract Form in order for payment to be made.
2. Be sure that all applicable parts of the form are filled in; Obtain authorizations.
3. Always provide contractor with a copy of the agreement.

Wait to distribute other copies until after completion of Part II.

Payment will not be made unless contractor's original signature in ink appears on the agreement. Payment is to be made only after completion of the contractual service.

B. AFTER Performance of Services

Complete Part II of the Agreement:

1. College Authorized Signator must sign to indicate department's acknowledgement of satisfactory completion of contractual services.
2. Submit form to Purchasing Department, which will then begin processing and will forward to Accounts Payable for payment.
3. Independent contractors whose annual total payments equal or exceed \$600 in a calendar year or as directed by the Internal Revenue Service will be issued a Form 1099-MISC showing this total. A copy to the 1099-MISC will be forwarded to the Federal Government as required.