

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1628479

Vendor Name: Paul Tuteur

Invoice Number: 033121

Invoice Date: 03/31/21

PO Number:

Check Number: 0279242

Check Amount: \$ 100.00

Check Date: 04/13/2021

Department ID: 00829

Reviewer Name:

Voucher Number: V0670982

Redaction Type: None

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

Document Below

AP VERIFIED
03/31/21 - ISABEL BARRI

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do... TWTD-WDCB Ticket Refund Spreadsheet (002).xlsx [Read-Only] - Excel

Clipboard Font Paragraph Styles

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Colleague ID	Last Name	First Name	Address 1	Address 2	City	State	Zip	Ticket Amount to be refunded	Event being refunded	Revenue Account #	Total Patron Refund for Event					
2						Chicago	IL	60631	100.00	Those Were The Days" 50th Anniversary Celebration	05-90-00828-4900099	100.00					
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

Q1

Font: Arial, 10, Bold, Italic, Underline, Text Color, Paragraph, Alignment, Number, Conditional Formatting, Styles, Normal 2, Normal 3, Normal, Bad, Good, Exploratory, Followed By, Insert, Delete, Autosum, Fill, Sort, Filter, Editing

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Wed Mar 31 13:48:42 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: WDCB Special Event Ticket Refund Request - Paul Tuteur

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, March 31, 2021 1:36 PM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: FW: WDCB Special Event Ticket Refund Request - Paul Tuteur

Hi Isabel,

Can you please process the attached Ticket Refund. Scott's approval is in the e-mail below.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Brady, Scott <bradys310@cod.edu>
Sent: Wednesday, March 31, 2021 1:31 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: RE: WDCB Special Event Ticket Refund Request - Paul Tuteur

I can approve on a case by case basis. This is approved. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, March 31, 2021 1:29 PM
To: Brady, Scott <bradys310@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: FW: WDCB Special Event Ticket Refund Request - Paul Tuteur
Importance: High

Hi Scott,

It appears that only one person has reached out so far for a refund. There may be more later. Will you be approving these on a case by case basis for reimbursements?

Attached is the spreadsheet and Jordan provided the vendor number.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Pallasch, Irene <pallasch@cod.edu>
Sent: Wednesday, March 31, 2021 12:58 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: WDCB Special Event Ticket Refund Request - Paul Tuteur
Importance: High

Hi Joyce,

Jordan has given me the ID# for this individual who needs a refund check -- so I have completed your spreadsheet template. Is a Check Request form (with approval signatures) or any other document needed to accompany the spreadsheet? I'm guessing someone needs to sign off somewhere. . . let me know what else you need me to provide.

Thanks!
Irene

Irene Pallasch
Administrative Assistant
90.9FM WDCB Public Radio
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
630.942.4295
pallasch@cod.edu

From: Sekerka, Joyce <sekerkaj@cod.edu>

Sent: Tuesday, March 30, 2021 3:36 PM

To: Bindert, Daniel <bindertd@cod.edu>; Brady, Scott <bradys310@cod.edu>; Pallasch, Irene <pallasch@cod.edu>

Cc: Refakes, Eugene <refakese@cod.edu>; Virgilio, David <virgiliod@cod.edu>; Towne, Jordan <townej@cod.edu>

Subject: RE: Ticket refund policy

Hi Dan/Irene,

I copied the same template we used for the previous refunds. Please complete all of the columns with the exception of the Colleague ID. When finished, please send to myself and Jordan Towne. Jordan will be able to use this to create vendor ID's so that A/P can create vouchers for payments.

Jordan,

If you have any questions, please give me a call.

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

From: Bindert, Daniel <bindertd@cod.edu>

Sent: Tuesday, March 30, 2021 3:29 PM

To: Brady, Scott <bradys310@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>; Pallasch, Irene <pallasch@cod.edu>

Cc: Refakes, Eugene <refakese@cod.edu>; Virgilio, David <virgiliod@cod.edu>; Towne, Jordan <townej@cod.edu>

Subject: Re: Ticket refund policy

Thanks Scott!

I'm now looping in Irene Pallasch, who should be able to take it from here on WDCB's end.

From: Brady, Scott

Sent: Tuesday, March 30, 2021 3:22:39 PM

To: Sekerka, Joyce

Cc: Bindert, Daniel; Refakes, Eugene; Virgilio, David; Towne, Jordan

Subject: RE: Ticket refund policy

Dan / Joyce,

Please work with Jordan Towne to get the Patron / vendor in the system then Joyce will be able to make payment. I've copied Jordan on this email. Thanks, Scott

Scott L. Brady, CPA

Interim Chief Financial Officer

College of DuPage

425 Fawell Blvd.

SRC 2130L

Glen Ellyn, IL 60137-6599

Direct: 630.942.2219
Email: bradys310@cod.edu



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From: Brady, Scott
Sent: Tuesday, March 30, 2021 12:58 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Bindert, Daniel <bindertd@cod.edu>; Refakes, Eugene <refakese@cod.edu>; Virgilio, David <virgiliod@cod.edu>
Subject: RE: Ticket refund policy

Ok. Let's figure out how to help Dan with all of this. Dave will be back home soon and maybe he can give us some help with this one. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
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Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, March 30, 2021 12:46 PM
To: Brady, Scott <bradys310@cod.edu>
Cc: Bindert, Daniel <bindertd@cod.edu>; Refakes, Eugene <refakese@cod.edu>; Virgilio, David <virgiliod@cod.edu>
Subject: RE: Ticket refund policy

Hi Scott,

Yes, you are correct. We did issue refunds for patrons for cancelled shows due to COVID. And, we did not request W-9's, as these were ticket fee reimbursements. We received all the requests in one spreadsheet (and all patrons were already set up as vendors in Colleague). We would just need the same for these refund tickets and approval to process the payments.

I believe Dan will need to get Colleague ID's set up for the individuals. And, then send us the spreadsheet with Colleague ID,

First and Last Name of patron, GL Code, and Amount to be refunded. And, lastly, the approval to process the payments. I can take it from there.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Brady, Scott <bradys310@cod.edu>
Sent: Tuesday, March 30, 2021 12:26 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Bindert, Daniel <bindertd@cod.edu>; Refakes, Eugene <refakese@cod.edu>; Virgilio, David <virgiliod@cod.edu>
Subject: FW: Ticket refund policy

Joyce,

I know we issued refunds for the MAC without receiving W-9s etc.. Can you help Dan Bindert with the request below. I can't remember the exact details but the MAC gave us a spreadsheet with a group of people on it that we issued checks for without officially setting them up as vendors. Let me know what you think. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
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Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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From: Bindert, Daniel <bindertd@cod.edu>
Sent: Tuesday, March 30, 2021 11:53 AM
To: Brady, Scott <bradys310@cod.edu>
Subject: Ticket refund policy

Hi Scott,

Ellen Roberts suggested I reach out to you about an issue WDCB is having with refunding the purchase price of a ticket for a postponed (due to COVID) event that the WDCB listener made with a check.

It is a \$100 refund due the listener.

Irene Pallasch is being told the listener needs to submit a W-9 and social # etc to be entered as a vendor in order to get their purchase refunded, which seems really cumbersome and work intensive for everyone and not great customer service for us (the person is rather upset and does not want to submit a social #, etc to get their own money back.)

It is quite possible that we may get quite a few more refund requests for this event (300 tickets were sold back in 2019 & 2020 for a WDCB event that has been postponed twice due to COVID and just now this week announced as officially rescheduled for April 2022.)

Is there an exception that might be possible to avoid all of this and simplify the process for people trying to get a refund for a simple ticket purchase? Did the MAC have to do anything similar perhaps for cancelled music events or Frida ticket refunds - perhaps an existing process for an exception to the standard rules that might also apply to us?

I am available for most of the day today via cell at 708-790-8729 if you have a few minutes for a quick phone call.

Thanks,

Dan Bindert

WDCB

[attachment: TWTD-WDCB Ticket Refund Spreadsheet.xlsx]

[attachment: ticket refund.docx]