

Information:

Drawer: Finance

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

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

Invoice Number: C910216

Invoice Date:

PO Number:

Check Number: 0282999

Check Amount: \$ 1,600.00

Check Date: 07/13/2021

Voucher Number: V0688119

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

College of DuPage

Independent Contractor Agreement

477 Lecturer
VA21_WieSabCon

(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 1630890				
ACCOUNT NUMBER/AMOUNT				
FUND 01	FUNCTION 30	DEPARTMENT 12301	OBJECT 5309004	AMOUNT 1,600.00
APPROVED - Supervisor, Purchasing AGREEMENT APPROVED JOYCE SEKERKA 6.24.21				DATE

PART I. Complete PRIOR to performance of contractual services.

FORMATTING PROBLEMS CAUSED (4) AS CHECKMARK. OKAY.

Name John Sabraw Tax I.D. #/S.S. # [REDACTED]
(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 (740) 707-7855 (No college employee may be paid as an independent contractor.)

Street 74 S Shannon Avenue

City, State, Zip Code Athens, OH 45701

Agrees to perform on 4/7/2021 the following services for the College of DuPage:
DATE (S)

Recorded panel presentation and discussion. Color theory workshop for 8-10 students. Q&A Panel session.

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

The sum of \$ 1,600.00 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.

APPROVED

By Ellen McGowan at 5:38 pm, Apr 22, 2021

DEPARTMENT AUTHORIZED SIGNATOR

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

John Sabraw

DATE

03/28/2021

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.)

APPROVED

By Ellen McGowan at 5:39 pm, Apr 22, 2021

COLLEGE AUTHORIZED SIGNATURE

DATE

APPROVED

By Mark Curtis-Chavez at 10:57 am, Apr 28, 2021

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.

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tue Jun 15 11:44:39 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: ICA Sabraw, John

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Tuesday, June 15, 2021 11:38 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: FW: ICA Sabraw, John

Hi Isabel,
Is this ICA with Joyce? We're wondering about his payment.

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: Monday, June 14, 2021 4:36 PM
To: Cruse, Bethany <cruseb199@COD.EDU>
Subject: ICA Sabraw, John

Hi Bethany,
Is this form with Joyce? I don't see it posted yet.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
P. 630-942-3009
F. 630-942-3002
mcgowan@cod.edu

[attachment: Sabraw, John ICA VAS 04-07-21.pdf]

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Thu Jun 24 13:58:03 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Budget Insufficient Sabraw

From: Stella, Antoinette <stellaa212@cod.edu>
Sent: Thursday, June 24, 2021 11:33 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Brady, Scott <bradys310@cod.edu>; Virgilio, David <virgiliod@cod.edu>; McGowan, Ellen <mcgowan@cod.edu>; Stella, Antoinette <stellaa212@cod.edu>
Subject: RE: Budget Insufficient Sabraw

Maria,

Please override the system and pay the attached invoice which is short \$600.

-Toni

From: Virgilio, David <virgiliod@cod.edu>
Sent: Thursday, June 24, 2021 11:21 AM
To: Stella, Antoinette <stellaa212@cod.edu>
Cc: Brady, Scott <bradys310@cod.edu>
Subject: Re: Budget Insufficient Sabraw

Yes I would approve the budget override.

-DV

On Jun 24, 2021, at 11:18 AM, Stella, Antoinette <stellaa212@cod.edu> wrote:

Dave,

I would prefer making sure the expense is correctly classified and approve this override request since the department as a whole has the budget to support this expense.

May I have your approval for this override of \$600?

<image001.jpg>

Toni

From: Stella, Antoinette <stellaa212@cod.edu>
Sent: Thursday, June 24, 2021 11:14 AM
To: McGowan, Ellen <mcgowan@cod.edu>
Cc: Stella, Antoinette <stellaa212@cod.edu>
Subject: RE: Budget Insufficient Sabraw

Ellen,

I am going to suggest an override to pay this invoice. As the budget analyst, I do not have the authority to do this, but I will request approval and notify you once the change is approved.

-Toni

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Thursday, June 24, 2021 10:26 AM
To: Stella, Antoinette <stellaa212@cod.edu>
Subject: Budget Insufficient Sabraw

Hi Toni,
Just checking. One ICA was held up in Payables since April and now I am short 600 dollars to pay the vendor.
Should I pay out of another line and then do an internal chargeback?

Ellen McGowan
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Phone 630.942.3009
Fax 630.942.3002

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Thursday, June 24, 2021 9:33 AM
To: McGowan, Ellen <mcgowan@cod.edu>
Cc: Barrios, Isabel <barriosi142@cod.edu>
Subject: Attached Document

Hi Ellen,

The attached IC was just approved by Joyce, however the GL is over budget.
Please add more money.

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone: (630)942-2601
zerrudom@cod.edu

<Default.pdf>

[attachment: Default.pdf]

College of DuPage
Independent Contractor
*** Agreement**

V688119

477 Lecturer
 VA21_WieSabCon

C910216

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

* After final approver signs the completed form, send to invoicing@cod.edu.
 GL-01-30-12301-5309004 IS OVER BUDGET
 PLEASE ADD MORE MONEY

VENDOR NUMBER
 1630890

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	30	12301	5309004	1,600.00

APPROVED Supervisor, Purchasing

AGREEMENT APPROVED
JOYCE SEKERKA 6.24.21

DATE

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Tax I.D. #/S.S. #

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

(W-9 ATTACHED)

Phone Number **(740) 707-7855**

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By Ellen McGowan at 5:38 pm, Apr 22, 2021

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