

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1083504  
Vendor Name: Chicago Federation of  
Invoice Number: SP123121BRDUES  
Invoice Date: 4/26/2022  
PO Number:  
Check Number: 0299059  
Check Amount: \$ 1.05  
Check Date: 05/13/2022  
Voucher Number: V0737373  
Document Type: AP Invoice

Document Below

## Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 04/26/2022 Vendor ID: 1083504 Vendor Name: Chicago Federation of Musicians

Payee Address: 656 W. Randolph, Ste.2W, Chicago, IL 60661-2121 Payment Due Date: 05/13/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
SP123121BRDUES	05-60-11701-5309004	Performing Arts Services	1.05
<b>Total</b>			<b>\$ 1.05</b>

Check the appropriate box below:

- ☒ 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.

Description on Check:

Union Dues Broadcast Seth Pae NYE Concert per Union Contract and Union List attached.

Other Instructions:

Ellen McGowan will pick up check 5/13/22.  
Note for MAC: 465 Dues/Pension NP22\_NYE

Ellen McGowan to pick up check on 05/13/22. Must be separate check from other Chicago Fed checks.

### All requests will require the following approvals:

Requester: Kari Schoettle Digitally signed by Kari Schoettle  
Date: 2022.04.26 11:36:54 -05'00' Print Name: Kari Schoettle  
Budget Officer: APPROVED By Ellen McGowan at 1:02 pm, Apr 26, 2022 Print Name: Ellen McGowan

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$5,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu)

## **Check Request Form (*cont.*)**

### **Processing a Check Request:**

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

12/29/21-12/31/21 PAYMENT REQUESTS  
 NEW PHILHARMONIC - NEW YEAR'S EVE CONCERT PAYROLL - 2021  
 WEDNESDAY, DECEMBER 29, 2021 REHEARSAL (1)  
 FRIDAY, DECEMBER 31, 2021 PERFORMANCES (3)

VN 108354  
 ONE SEPARATE CHECKS NEEDED FOR UNION DUES  
 CHECK 1: Check for 6.60 to Chicago Federation of Musicians  
 CHECK 2: Check for 1.05 to Chicago Federation of Musicians

PAYROLL NWPH 05-60-11701-5102003 NP22\_NYE  
 DUES 05-60-11701-5309004

Count	ID#	LASTNAME	FIRSTNAME	NAME	GROSS	(DUES DEDUCTION)	BROADCAST DUES DEDUCTION	NET PAY	HOURS	\$6.60 - union dues deduction for 10-208 members
1	1592694	Pae	Seth	Seth Pae	\$591.33	\$6.60	\$1.05	\$583.68	10.5	Paid w Payment Req 3/11/22

"Schoettle, Kari" <schoettlek@cod.edu>

---

Chicago Federation of Musicians Seth Pae \$1.05

---

"Schoettle, Kari" <schoettlek@cod.edu>

Tue, Apr 26, 2022 at 06:58 PM GMT

CC:

BCC:

Please process. Thank you.

**Kari Schoettle**

Assistant Business Manager

McAninch Arts Center, College of DuPage

630-942-2914 | [schoettlek@cod.edu](mailto:schoettlek@cod.edu)

---

**1 attachment**

Chicago Federation of Musicians Pae Seth Union Dues NY E 2021 Broad 1.05 Check Req.pdf