

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

Vendor Name: Buffalo Theatre Ensemble Corp.,D/B/A Bu

Invoice Number: BTEREV063020

Invoice Date: 9/15/2022

PO Number:

Check Number: E0091502

Check Amount: \$ 7,709.44

Check Date: 09/21/2022

Voucher Number: V0752822

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: 09/15/22 Vendor ID: 1484699 Vendor Name: Buffalo Theatre Ensemble Corp
 Payee Address: 415 Melrose Ave, Glen Ellyn, IL 60137 Payment Due Date: ACH 09/30/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
BTEREV063020	05-60-11101-2900005	Art Center Deposit Liability	7,709.44
Total			\$ 7,709.44

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:

Revenue Disbursement BTE 2019/20 and 2020/21. Deposits from 01/13/20 to 03/18/20.
 Revenue from MAC ticket sales for BTE Plays and Donations owed to BTE.
 Remaining balance from Covid Shutdown in March, 2020.

Other Instructions:

ACH as soon as possible.

All requests will require the following approvals:

Requester: Ellen McGowan Digitally signed by Ellen McGowan
Date: 2022.09.15 15:52:22 -05'00' Print Name: Ellen McGowan
 Budget Officer: Ellen McGowan Digitally signed by Ellen McGowan
Date: 2022.09.15 15:52:35 -05'00' 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): Diana Martinez Digitally signed by Diana Martinez
Date: 2022.09.15 15:52:35 -05'00' Print Name: Diana Martinez

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

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.

BTE REVENUE TRACKING FY20				BTEREV063020 Payment expected 09/30/22									
Balance Forward													
	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	BOX OFFICE DEPOSIT DATE	BOX OFFICE DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	BO #	SESSION #
					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%				
	3/6/2020	817.00	02/10/20-02/20/20 02/21/20-02/21/20 02/23/20-02/23/20 02/24/20-03/03/20	483.00 42.00 42.00 250.00	483.00 42.00 42.00 250.00	- - - -	- - - -	- - - -	- - - -	- - - -	- - - -	1A 1B 1C 1D	55366 55366 55366 55366
	3/26/2020	21,474.50	01/13/20-01/19/20 01/20/20-01/26/20 01/27/20-02/02/20 02/03/20-02/09/20 02/10/20-02/16/20 02/10/20-02/16/20	1,956.60 1,604.90 3,995.20 4,706.00 4,912.00 4,299.80	1,956.60 1,604.90 3,995.20 4,706.00 4,912.00 4,299.80	1,897.90 1,556.75 3,875.34 4,564.82 4,764.64 4,170.81	58.70 48.15 119.86 141.18 147.36 128.99	- - - - - -	- - - - - -	- - - - - -	- - - - - -	2A 2B 2C 2D 2E 2F	55568 55568 55568 55568 55568 55568
	5/5/2020	623.70	03/18/20-03/18/20	623.70	623.70	-	-	-	-	-	-	3	5/5/2020
	5/28/2020	5,249.20	02/24/20-03/01/20	5,249.20	5,249.20	5,239.20	5,062.02	10.00	157.18	-	-	4	5/28/2020
	5/31/2020	244.50	03/02/20-03/08/20 03/09/20-03/15/20	286.50 (42.00)	286.50 (42.00)	277.90 (40.74)	8.60 (1.26)	-	-	-	-	5A 5B	5/31/2020 5/31/2020
Total Settlement 06/30/20 01/13/20 to 03/18/20		28,408.90 -		28,408.90	1,440.70	26,958.20	26,145.44	10.00	808.76	27,600.14	28,408.90		
Settlement after Naperville Refunds													

11101-2'	Buffalo Theatre Ensemble Liability			
FY20				
Transaction Type	Document	Date	Description	Amount
Actuals	'J023714'	6/30/2020	Tickets.com Pmt Rec'd 6/26/20	\$3,750.70
Actuals	'V0630498'	6/22/2020	Tickets.com, Inc.	\$15,000.00
Actuals	'A000042999'	5/31/2020	Summary for date "05/31/20"	(\$244.50)
Actuals	'A000042991'	5/28/2020	Summary for date "05/28/20"	(\$5,249.20)
Actuals	'A000042930'	5/5/2020	Summary for date "05/05/20"	(\$623.70)
Actuals	'A000042819'	3/26/2020	Summary for session 55568	(\$21,474.50)
Actuals	'A000042661'	3/6/2020	Summary for session 55366	(\$817.00)
Actuals	'V0604315'	2/19/2020	Buffalo Theatre Ensemble Corp.	\$347.00
Actuals	'J023075'	2/17/2020	Mv CC Fees-BTE to Op Handling	\$3,915.56
Actuals	'V0603823'	2/13/2020	Buffalo Theatre Ensemble Corp.	\$1,368.75
Actuals	'A000042341'	2/13/2020	Summary for session 54990	(\$347.00)
Actuals	'V0603104'	2/7/2020	Buffalo Theatre Ensemble Corp.	\$10,975.86
Actuals	'A000042048'	1/22/2020	Summary for session 54634	(\$1,143.80)
Actuals	'A000041977'	1/16/2020	Summary for session 54549	(\$267.00)
Actuals	'A000041931'	1/14/2020	Summary for session 54492	(\$882.80)
Actuals	'A000041914'	1/13/2020	Summary for session 54472	(\$2,390.80)
Actuals	'A000041639'	12/16/2019	Summary for session 54141	(\$152.00)
Actuals	'A000041632'	12/16/2019	Summary for session 54129	(\$7,889.20)
Actuals	'V0595770'	11/25/2019	Buffalo Theatre Ensemble Corp.	\$1,039.50
Actuals	'V0594577'	11/14/2019	Buffalo Theatre Ensemble Corp.	\$18,419.82
Actuals	'V0594162'	11/11/2019	Buffalo Theatre Ensemble Corp.	\$237.40
Actuals	'A000041172'	11/11/2019	Summary for session 53596	(\$1,039.50)
Actuals	'A000041130'	11/7/2019	Summary for session 53549	(\$18,989.50)
Actuals	'V0592320'	10/29/2019	Buffalo Theatre Ensemble Corp.	\$7,824.02
Actuals	'A000040976'	10/28/2019	Summary for session 53345	(\$237.40)
Actuals	'V0586843'	10/21/2019	Buffalo Theatre Ensemble Corp.	\$21,546.61
Actuals	'A000040824'	10/17/2019	Summary for session 53164	(\$8,066.00)
Actuals	'V0586104'	10/14/2019	Buffalo Theatre Ensemble Corp.	\$2,639.70
Actuals	'A000040730'	10/10/2019	Summary for session 53053	(\$22,213.00)
Actuals	'V0584109'	10/4/2019	Buffalo Theatre Ensemble Corp.	\$17,487.03
Actuals	'A000040604'	9/30/2019	Summary for session 52918	(\$2,639.70)
Actuals	'V0581353'	9/10/2019	Buffalo Theatre Ensemble Corp.	\$20,409.75
Actuals	'J022095'	8/29/2019	MTH tix for Holmes & Watson	(\$210.00)
Actuals	'A000040195'	8/29/2019	Summary for session 52337	(\$1,472.80)
Actuals	'A000040119'	8/23/2019	Summary for session 52256	(\$16,338.20)
Actuals	'A000039979'	8/15/2019	Summary for session 52106	(\$5,027.00)
Actuals	'A000039901'	8/8/2019	Summary for session 52004	(\$84.00)
Actuals	'V0576132'	7/31/2019	Buffalo Theatre Ensemble Corp.	\$45,853.20
Actuals	'A000039782'	7/31/2019	Summary for session 51877	(\$191.80)
Actuals	'A000039779'	7/31/2019	Summary for session 51864	(\$236.00)
Actuals	'A000039740'	7/29/2019	Summary for session 51820	(\$929.40)
Actuals	'A000039706'	7/25/2019	Summary for session 51773	(\$14,489.10)
Actuals	'A000039517'	7/10/2019	Summary for session 51524	(\$5,724.10)
Actuals	'V0572864'	7/3/2019	Buffalo Theatre Ensemble Corp.	\$1,500.00
Actuals	'JBM070119E'	7/1/2019	REVFY19Accr_V0576132	(\$9,828.10)
Actuals	'JBM070119A'	7/1/2019	REVFY19Accr_V0572864	(\$1,500.00)
Actuals	'**YE-OB*'	7/1/2019	Opening Balance	(\$31,276.00)
				(\$9,658.20)

11101-2900005 BUFFALO THEATRE ENSEMBLE LIABILITY					
FY21					
Transaction Type	Document	Date	Description	Amount	
Actuals	'V0635071'	7/13/2020	Laura Plemich	\$63.00	
Actuals	'V0635059'	7/13/2020	Thomas Wendorf	\$60.00	
Actuals	'V0635058'	7/13/2020	Ms Coleen A. Walter	\$30.00	
Actuals	'V0635057'	7/13/2020	Kelly O'Hanlon	\$63.00	
Actuals	'V0635014'	7/13/2020	Ms Esther Loth	\$60.00	
Actuals	'V0634990'	7/13/2020	Ms Mary S. Kuhn	\$31.50	
Actuals	'V0634986'	7/13/2020	Mr Charles D. Jonah	\$60.00	
Actuals	'V0634985'	7/13/2020	Bernard Jokiel	\$60.00	
Actuals	'V0634974'	7/13/2020	David Valenta	\$60.00	
Actuals	'V0634940'	7/13/2020	Ms Pamela A. Hoehl	\$42.00	
Actuals	'V0634940'	7/13/2020	Ms Pamela A. Hoehl	(\$42.00)	
Actuals	'V0634940'	7/13/2020	Ms Pamela A. Hoehl	\$40.00	
Actuals	'V0634936'	7/13/2020	Ms Marie L. Tenzinger	\$60.00	
Actuals	'V0634928'	7/13/2020	Robert Gaucher	\$60.00	
Actuals	'V0634927'	7/13/2020	Kathleen Schneider	\$60.00	
Actuals	'V0634925'	7/13/2020	Ms Gloria J. Friedrich	\$60.00	
Actuals	'V0634924'	7/13/2020	Mr John K. Rutledge	\$60.00	
Actuals	'V0634923'	7/13/2020	Mr Donald H. Fischer	\$64.00	
Actuals	'V0634914'	7/13/2020	Jim Ruffing	\$30.00	
Actuals	'V0634913'	7/13/2020	Mr John M. Corcoran	\$64.00	
Actuals	'V0634911'	7/13/2020	Mr Brian W. Caputo Jr.	\$63.00	
Actuals	'V0634909'	7/13/2020	Robert Becci	\$91.50	
Actuals	'*YE-OB*'	7/1/2020	Opening Balance	(\$9,658.20)	
				\$1,140.00 refunds	
				(\$8,518.20) Ending Balance	

"McGowan, Ellen" <mcgowan@cod.edu>

Buffalo Theatre Ensemble Check Request 7709.44

"McGowan, Ellen" <mcgowan@cod.edu>

Thu, Sep 15, 2022 at 09:24 PM GMT

CC:

BCC:

Please process for next available ACH run. Thank you.

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

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1 attachment

BTE Revenue Return w Docs 09-15-22 7709.44 FY 20,FY 21 Check Request Form em.pdf