

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1484699

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

Invoice Number: BTEREV022723

Invoice Date: 3/1/2023

PO Number:

Check Number: E0094178

Check Amount: \$ 9,576.73

Check Date: 03/14/2023

Voucher Number: V0776833

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: \_\_\_\_\_ Vendor ID: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

Other Instructions:

### All requests will require the following approvals:

Requester: \_\_\_\_\_ Print Name: \_\_\_\_\_

Budget Officer: \_\_\_\_\_ Print Name: \_\_\_\_\_

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.

BTE REVENUE TRACKING								BTEREV022723					
FY23								Payment expected 03/10/23					
	COLLEGE DEPOSIT DATE	COLLEGE DEPOSIT	BO DEPOSIT DATE	BO DEPOSIT	REVENUE				CC CHARGES TO MAC	REVENUE TO BTE	BALANCE	BO DEPOSIT	SESSION NO.
ACH #12					CASH/CHECKS	CREDIT	CREDIT LESS FEES	DONATION	3%				
	7/13/2022	904.90	06/20/22-06/26/22	904.90		904.90	877.75		27.15			1	64910 FY23
	7/14/2022	64.00	06/27/22-07/03/22	64.00	64.00		-		-			2	64933 FY23
	7/31/2022	112.00	07/11/22-07/17/22	16.00	16.00		-		-			3A	65136 FY23
			07/18/22-07/24/22	96.00	96.00		-		-			3B	65136 FY23
	8/9/2022	922.24	06/27/22-07/03/22	922.24		922.24	894.57		27.67			4	65212 FY23
	8/11/2022	2,286.40	07/04/22-07/10/23	2,286.40		2,286.40	2,217.81		68.59			5	65249 FY23
	8/15/2022	5,380.00	07/11/22-07/17/22	827.80		827.80	802.97		24.83			6A	65274 FY23
			07/18/22-07/24/22	2,642.70		2,642.70	2,563.42		79.28			6B	65274 FY23
			07/25/22-07/31/22	1,909.50		1,909.50	1,852.21		57.29			6C	65274 FY23
	8/16/2022	72.00	07/25/22-07/31/22	72.00	72.00		-		-			7	65300 FY23
	8/16/2022	120.00	08/01/22-08/07/22	120.00	120.00		-		-			8	65298 FY23
Total Settlement 02/27/23		9,861.54		9,861.54	368.00	9,493.54	9,208.73	-	284.81	9,576.73	9,861.54		
06/20/22 to 08/07/22				9,861.54							9,861.54		

05-60-11101-2900005  
Buffalo Theatre Ensemble

As of 02/27/23

Document	Date	Description	Amount	
'V0774386'	2/23/2023	Buffalo Theatre Ensemble Corp.	\$3,313.27	ACH 11
'A000050454'	2/23/2023	Summary for session 67679	(\$2,730.80)	
'J028790'	2/22/2023	Mv BTE Hand Rev to Oper Tic Ha	\$100.83	CC ACH 11
'V0771174'	2/16/2023	Buffalo Theatre Ensemble Corp.	\$13,367.36	ACH 10
'A000050368'	2/16/2023	Summary for session 67580	(\$2,209.00)	2 A & B ACH 11
'J028764'	2/10/2023	Mv BTE Rev to MAC Op Tic Hand	\$357.24	CC ACH 10
'A000050301'	2/9/2023	Summary for session 67489	(\$1,205.10)	1 A & B ACH 11
'V0769724'	2/3/2023	Buffalo Theatre Ensemble Corp.	\$13,550.46	ACH 9
'J028736'	2/3/2023	Mv Rev from Liab to Tic Hand	\$361.94	ACH 9
'J028735'	1/31/2023	Move Rev from Liab to Tic Hand	\$216.87	ACH 8
'A000050209'	1/31/2023	Summary for session 67381	(\$84.00)	ACH 10
'A000050183'	1/30/2023	Summary for session 67330	(\$1,073.00)	6 ACH 10
'V0768617'	1/27/2023	Buffalo Theatre Ensemble Corp.	\$9,781.33	ACH 8
'A000050147'	1/26/2023	Summary for session 67286	(\$1,181.00)	5 ACH 10
V0768203	1/19/2023	Buffalo Theatre Ensemble Corp.	14545.82	ACH 7
J028674	1/19/2023	Mv BTE Handling Rev to Mac Op	449.88	CC ACH 7
'A000050056'	1/19/2023	Summary for session 67174	(\$46.00)	2 ACH 10
'A000050055'	1/19/2023	Summary for session 67173	(\$2,115.50)	4 A & B ACH 10
A000050027	1/17/2023	Summary for session 67144	(\$8,046.00)	1 ACH 10
'V0767858'	1/13/2023	Buffalo Theatre Ensemble Corp.	\$9,468.19	ACH 6
'J028669'	1/13/2023	Mv BTE Rev to Operations Rev	\$264.31	CC ACH 6
'A000050006'	1/13/2023	Summary for session 67100	(\$1,179.10)	3 ACH 10
'V0767314'	1/4/2023	Buffalo Theatre Ensemble Corp.	\$9,497.47	ACH 5
'J028606'	1/4/2023	Mv Rev to Ticket Handling	\$211.33	CC ACH 5
'A000049851'	12/31/2022	Summary for session 66970	(\$6,643.30)	2 A & B ACH 9
'A000049849'	12/31/2022	Summary for session 66945	(\$1,787.90)	3 ACH 9
'A000049749'	12/14/2022	Summary for session 66782	(\$1,238.10)	3 ACH 8
'A000049715'	12/12/2022	Summary for session 66748	(\$5,481.20)	1 ACH 9
'A000049678'	12/7/2022	Summary for session 66691	(\$206.00)	6 ACH 6
'A000049637'	12/5/2022	Summary for session 66656	(\$10,683.50)	2 ACH 7
'A000049603'	11/30/2022	Summary for session 66607	(\$80.60)	5 ACH 6
'A000049542'	11/23/2022	Summary for session 66530	(\$7,456.00)	2 A & B ACH 8
'A000049492'	11/18/2022	Summary for session 66468	(\$4,312.20)	1 ACH 7
'A000049489'	11/17/2022	Summary for session 66463	(\$635.50)	4 ACH 6
'A000049413'	11/10/2022	Summary for session 66376	(\$2,280.40)	3 ACH 6
'A000049377'	11/4/2022	Summary for session 66325	(\$1,304.10)	1 ACH 8
'V0763659'	11/3/2022	Buffalo Theatre Ensemble Corp.	\$9,299.68	ACH 4
'J028406'	10/31/2022	Mv BTE Rev to MAC Op Tick Hand	\$287.62	CC ACH 4
'J028405'	10/31/2022	Mv Rev to Mac Oper Ticket Hand	\$96.40	CC ACH 3
'A000049325'	10/31/2022	Summary for session 66289	(\$1,170.00)	8 ACH 5
'A000049319'	10/31/2022	Summary for session 66255	(\$61.50)	5 ACH 5
'A000049294'	10/28/2022	Summary for session 66227	(\$611.80)	7 ACH 5
'A000049290'	10/27/2022	Summary for session 66216	(\$562.00)	6 ACH 5
'V0762214'	10/26/2022	Buffalo Theatre Ensemble Corp.	\$3,196.40	ACH 3
'J028344'	10/24/2022	Mv Rev-liab to tic handling	\$808.76	CC FY20
'J028341'	10/24/2022	Rcl 3/21-5/15 BTE Handling Rev	\$295.42	CC ACH 1
'J028335'	10/21/2022	Mv BTE Liab to Tic handling	\$195.61	CC ACH 2
'A000049217'	10/20/2022	Summary for session 66111	(\$3,153.60)	2 ACH 6
'A000049214'	10/20/2022	Summary for session 66106	(\$3,376.40)	1 ACH 6
'V0761549'	10/19/2022	Buffalo Theatre Ensemble Corp.	(\$6,544.69)	AP Error Reversed
'V0761550'	10/18/2022	Buffalo Theatre Ensemble Corp.	\$6,544.69	AP Error
'V0761549'	10/18/2022	Buffalo Theatre Ensemble Corp.	\$6,544.69	ACH 2
'A000049140'	10/13/2022	Summary for session 66015	(\$6,169.30)	4 A&B ACH 5
'A000049138'	10/12/2022	Summary for session 66003	(\$4,157.00)	2 ACH 4
'A000049116'	10/11/2022	Summary for session 65978	(\$612.20)	3 ACH 5
'A000049010'	9/29/2022	Summary for session 65838	(\$366.00)	2 ACH 5
'A000048971'	9/26/2022	Summary for session 65791	(\$156.00)	1 ACH 5
'A000048930'	9/22/2022	Summary for session 65752	(\$5,430.30)	2 ACH 4
'V0752822'	9/16/2022	Buffalo Theatre Ensemble Corp.	\$7,709.44	FY20
'A000048862'	9/15/2022	Summary for session 65671	(\$2,085.80)	3, 4A ACH 3
'A000048782'	9/7/2022	Summary for session 65569	(\$1,207.00)	1 A & B ACH 3
'A000048732'	8/31/2022	Summary for session 65534	(\$900.00)	4 A & B ACH 2
'A000048731'	8/31/2022	Summary for session 65530	(\$2,464.50)	3 ACH 2
'A000048695'	8/29/2022	Summary for session 65465	(\$80.00)	2 ACH 2
'A000048631'	8/23/2022	Summary for session 65390	(\$3,295.80)	1 ACH 2
'V0750099'	8/19/2022	Buffalo Theatre Ensemble Corp.	\$27,306.19	ACH 1
'A000048564'	8/16/2022	Summary for session 65300	(\$72.00)	7 ACH 12
'A000048563'	8/16/2022	Summary for session 65298	(\$120.00)	8 ACH 12
'A000048529'	8/15/2022	Summary for session 65274	(\$5,380.00)	6 A, B, C ACH 12
'A000048532'	8/11/2022	Summary for session 65249	(\$2,286.40)	5 ACH 12
'A000048479'	8/9/2022	Summary for session 65212	(\$922.24)	4 ACH 12
'A000048415'	7/31/2022	Summary for session 65136	(\$112.00)	3 A, B ACH 12
'A000048252'	7/14/2022	Summary for session 64933	(\$64.00)	2 ACH 12
'A000048221'	7/13/2022	Summary for session 64910	(\$904.90)	1 ACH 12
'*YE-OB*'	7/1/2022	Opening Balance	(\$58,631.28)	

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

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**BTE Revenue Check Req 02-27-23**

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

Wed, Mar 1, 2023 at 09:42 PM UTC

CC:

BCC:

Please process the attached for ACH on 3/10/23. Thank you.

Ellen McGowan

Business Manager

McAninch Arts Center

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

Office 630-942-3009

Cell 630-205-3627

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**1 attachment**

BTE Revenue Return 02-27-23 9576.73 FY23 Check Request Form w docs emdm.pdf