

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1087215 **Vendor Name:** League of Chicago Theatres

Check Details:

Check Number: 0346996 **Check Amount:** \$ 725.00 **Check Date:** 12/9/2025

Invoice Details:

Invoice Number: 2025-26DUES **Invoice Date:** 12/1/2025 **PO Number:** NULL **Voucher Number:** V0915407

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 2.21, Vendor Payment.

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 \$10,000 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 \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 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.



3 November 2025

Hello Valued Member,

It's time to renew your League of Chicago Theatres membership! Beginning this year, ALL memberships will be renewed through your **NEON member portal**. League of Chicago Theatres membership cycles run on a calendar year basis. Once you submit payment for annual dues, your membership will be active **January 2026 – January 2027**. Use code **EARLYBIRD** at checkout to receive 5% off your annual dues!

2026 MEMBERSHIP RENEWAL DEADLINES:

- **November 1 – November 30:** 5% Off Early Bird Discount Period
- **December 1 – January 1:** Standard Renewal Period*
- **January 15, 2026:** DEADLINE for ALL 2026 membership renewal payments

*If your organization is planning to participate in Chicago Theatre Week 2026, you must renew your membership by **January 1, 2026**

MEMBERSHIP RENEWAL DUES:

Categories are based on your organization's current fiscal year budget.

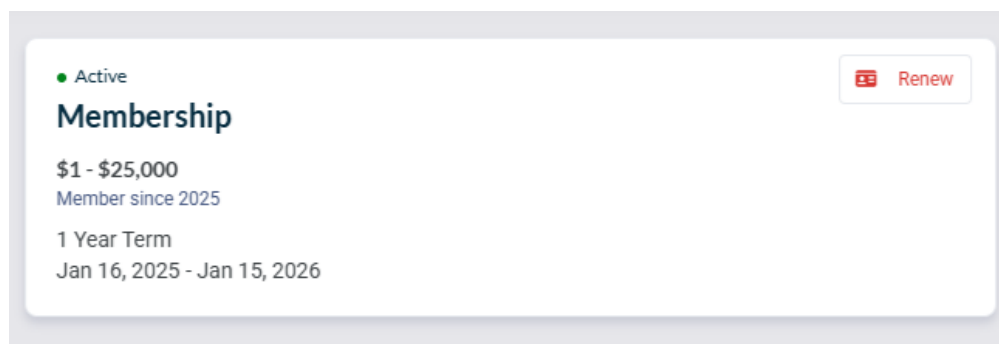
BUDGET LEVELS	ANNUAL DUES	EARLY BIRD
\$1 - \$25,000	\$150.00	\$142.50
\$25,001 - \$50,000	\$265.00	\$251.75
\$50,001 - \$75,000	\$380.00	\$361.00
\$75,001 - \$100,000	\$525.00	\$498.75
\$100,001 - \$250,000	\$725.00	\$688.75
\$250,001 - \$500,000	\$1,125.00	\$1,068.75
\$500,001 - \$750,000	\$1,700.00	\$1615.00
\$750,001 - 1,000,000	\$2,200.00	\$2090.00
\$1,000,001 - 2,500,000	\$2,500.00	\$2,375.00
\$2,500,001 - \$5,000,000	\$2,700.00	\$2565.00
\$5,000,001 - \$10,000,000	\$3,150.00	\$2,992.50
\$10,000,001 - 20,000,000	\$4,000.00	\$3,800.00
\$20,000,001 +	\$5,000.00	\$4,750.00



MEMBERSHIP RENEWAL PAYMENT:

To submit payment for annual dues, please use your username or email to login to your **NEON member portal** through this link: <https://leagueofchicagotheatres.app.neoncrm.com/login> Select the red 'Renew' button in the top right corner of your dashboard and follow the instructions to complete your order.

Within the NEON payment form, you can also select the option for auto-renewal! This will automatically renew your membership by **January 1** each year.



If you would like to renew your membership by check, please send your renewal payment to the address below and include your membership type on your check.

**ATTN: Membership Renewal
League of Chicago Theatres
17 N Wabash Ave. Suite 520
Chicago, IL 60602**

For any questions regarding your League of Chicago Theatres membership payment or how to login to your NEON member portal, please contact Ollie Rae, Membership and Events Manager, at membership@chicagoplays.com or 312-554-9802 x 113

Thank you,
League of Chicago Theatres

"Junokas, Molly" <junokasm@cod.edu>

Check Req League of Chicago Theatres 2025-26DUES

"Junokas, Molly" <junokasm@cod.edu>

Mon, Dec 1, 2025 at 05:30 PM UTC

CC:

BCC:

Good morning,

Please process.

Thank you!

Molly Junokas

Business Manager

McAninch Arts Center, College of DuPage

junokasm@cod.edu | 630-942-2938

she/her

1 attachment

League of Chicago Theatres Check Req 2025-26DUES 725.00 LOCT 25-26 Dues 12-01-25.pdf