

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1805778 **Vendor Name:** Chicago a Cappella

Check Details:

Check Number: E0114146 **Check Amount:** \$ 15,778.53 **Check Date:** 6/2/2026

Invoice Details:

Invoice Number: MAC2026011 **Invoice Date:** 5/12/2026 **PO Number:** NULL **Voucher Number:** V0938513

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.



College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
 MAC Admin: 630.942.2938
 MAC Box Office: 630.942.4000

INVOICE

INVOICE NO: MAC2026011
DATE: 4/28/2026

To: Matt Greenberg
Chicago a cappella
 4043 N. Ravenswood Ave. STE 119
 Chicago, IL 60613-1175
 773-297-7820 x2
mgreenberg@chicagoacappella.org

For: Music Performance - 3p

DATE	DESCRIPTION	AMOUNT
4/26/2026	Load-in/Rehearsal/Performance - Sunday, April 26th, 2026	
	Facility Rental - Belushi Performance Hall 12:00 PM to 7:30 PM = 7.5 hrs @ \$ 1,800.00 per 8 hrs.	\$ 1,800.00
	Facility Rental - MAC 140 12:00 PM to 7:30 PM = 7.5 hrs @ \$ 250.00 per 8 hrs.	\$ 250.00
	Labor:	
	Production Manager 1 X \$ 35.00 per hr. X 7.5 hrs.	\$ 262.50
	Technicians 3 X \$ 30.00 per hr. X 7 hrs.	\$ 630.00
	Technicians 1 X \$ 30.00 per hr. X 4 hrs.	\$ 120.00
	Additional Box Office Attendant 1 X \$ 30.00 per hr. X 6 hrs.	\$ 180.00
	Custodians 2 X \$ 35.00 per hr. x 4 hrs.	\$ 280.00
	Front-of-House Support Includes House Manager and Ushers - Reserved Seating \$ 800.00 per 4 hrs	\$ 800.00
	Bar Labor 4:00 PM to 6:30pm = 2.5 hrs.	
	Bartender Staff 2 X \$20.00 per hr X \$ 2.50 hrs.	\$ 100.00
	Equipment	
	20k Lumen Projector with Screen 1 X \$ 1,000.00	\$ 1,000.00
	Acoustic Sound Shell 1 X \$ 400.00	\$ 400.00
	8' Banquet Tables 11 X \$ 25.00 per table	\$ 275.00
	Ticket Office Charges	
	Complete Ticketing Service 1 X \$ 600.00 per performance	\$ 600.00
	Advance and Day of sales, Tickets (unprinted), One Ticket Office Clerk per performance	
	Ticket Printing up to: 605 X 0.25 per ticket	\$ 151.25
	Internet Ticketing - Performance 1 X \$ 100.00	\$ 100.00
	Internet Ticketing - Reception 1 X \$ 100.00	\$ 100.00
	Credit Card Fees (see ticket report) \$ 559.47	\$ 559.47
	Marketing	
	Dedicated MAC Eblast 1 X \$ 500.00	\$ 500.00
	Monthly MAC Eblast 2 X \$ 200.00 March & April	\$ 400.00
	Website – Event Page 1 X \$ 500.00	\$ 500.00
	Deposits	
	Deposit #1 - Transaction 893853891	\$ (1,000.00)
	Deposit #2 - Transaction 919892746	\$ (4,653.75)
	Ticket Revenue	
	Tickets 383 @ various prices (see ticket report)	\$ (18,878.00)
	Reception with Geoffrey Baer 3 x \$85	\$ (255.00)
Total Due to Chicago A Cappella		\$ (15,778.53)

Your revenue payment will be processed to your bank ASAP. If you have any questions concerning this invoice, please contact Molly Junokas at 630.942.2938 or junokasm@cod.edu. **Thank you.**

Chicago A Cappella
Sunday, April 26, 2026

Revenue Settlement

Total Revenue	19,133.00			
Deposit	5,653.75			
Total Expenses	(9,008.22)			
MAC Expenses	8,448.75	8,448.75	Move to 05-60-11401-4600001	Rental Revenue
Credit Card Fees	559.47	559.47	Move to 05-60-11301-4509033	Handling
Net Revenue to Chicago A Cappella	15,778.53	9,008.22		

For any rental event where the MAC sells tickets for the renter, such as Chicago A Capella, we have accumulated the revenue in the MAC Rental liability account.

Once the rental is complete, we must give the revenue, less MAC invoiced expenses including credit card fees, to the renter.

Single Event Audit - Chicago a cappella (RT26_ACAPPELLA) on Sunday, April 26, 2026 at 3:00 PM

Event: RT26_ACAPPELLA - Chicago a cappella, Include Opens in Held Seats by Hold Code: No, Include Payment Summary: Yes, Include Today's Sales: Yes, Sales Channel / Agency Grouping: Sales Channel, Price / Buyer Grouping: Price / Buyer Type, Include Price Manifest: No, Subtract Black-Out Holds From Capacity: No

Sales by Sales Channel

Sales by Sales Channel			Today			Cumulative		
Price Scale	Buyer Type	Ticket Price	Comp	Sold	Amount	Comp	Sold	Amount
Sales Channel: Box Office								
A - A	ADULT - Adult	55.00	0	0	0.00	0	98	5,390.00
	COMP - Complimentary Ticket	0.00	0	0	0.00	207	0	0.00
			0	0	0.00	207	98	5,390.00
ADA - ADA	ADULT - Adult	40.00	0	0	0.00	0	11	440.00
	COMP - Complimentary Ticket	0.00	0	0	0.00	12	0	0.00
			0	0	0.00	12	11	440.00
B - B	ADULT - Adult	40.00	0	0	0.00	0	4	160.00
	RAILS - 50% off tickets	20.00	0	0	0.00	0	2	40.00
	STUDNT - Student	10.00	0	0	0.00	0	2	20.00
			0	0	0.00	0	8	220.00
Totals for Box Office			0	0	0.00	219	117	6,050.00
Sales Channel: Internet								
A - A	ADULT - Adult	55.00	0	0	0.00	0	152	8,360.00
	ADWELC - Adult Welcome	44.00	0	0	0.00	0	7	308.00
			0	0	0.00	0	159	8,668.00
ADA - ADA	ADULT - Adult	40.00	0	0	0.00	0	2	80.00
B - B	ADULT - Adult	40.00	0	0	0.00	0	99	3,960.00
	EARLY - Adult \$25 Tickets Tier 2	25.00	0	0	0.00	0	4	100.00
	STUDNT - Student	10.00	0	0	0.00	0	2	20.00
			0	0	0.00	0	105	4,080.00
Totals for Internet			0	0	0.00	0	266	12,828.00
Report Totals			0	0	0.00	219	383	18,878.00

Average ticket price (Excl comps): 49.29
(Inc comps): 31.36

Buyer Type Summary

Buyer Type	Today			Cumulative		
	Comp	Sold	Amount	Comp	Sold	Amount

Single Event Audit - Chicago a cappella (RT26_ACAPPELLA) on Sunday, April 26, 2026 at 3:00 PM

Buyer Type Summary			Today			Cumulative		
			Comp	Sold	Amount	Comp	Sold	Amount
Adult			0	0	0.00	0	366	18,390.00
Complimentary Ticket			0	0	0.00	219	0	0.00
Adult Welcome			0	0	0.00	0	7	308.00
Adult \$25 Tickets Tier 2 Only			0	0	0.00	0	4	100.00
50% off tickets			0	0	0.00	0	2	40.00
Student			0	0	0.00	0	4	40.00
Report Totals			0	0	0.00	219	383	18,878.00

Price Scale Summary			Today			Cumulative		
			Comp	Sold	Amount	Comp	Sold	Amount
Price Scale	Capacity	Unsold						
A - A	603	139	0	0	0.00	207	257	14,058.00
ADA - ADA	35	10	0	0	0.00	12	13	520.00
B - B	142	29	0	0	0.00	0	113	4,300.00
Report Totals	780	178	0	0	0.00	219	383	18,878.00

Payment Summary

Code	Description	Amount
AMEX	American Express	908.00
CRDT	Account Credit	399.00
DISC	Discover	1,430.00
MSTR	Master Card	5,425.00
VISA	Visa	10,716.00
Report Totals		18,878.00

Credit Card Fees 3%
\$18,479* .03=\$554.37

Held Seats by Hold Code, Price Scale

	Total	Value
HOUSE - House Seats		
A - A	4	220.00
NOSELL - Do Not Sell		
ADA - ADA	8	320.00
Total Held	12	540.00

**Single Event Audit - Chicago a cappella
 (RT26_ACAPPELLA) on Sunday, April 26, 2026 at 3:00 PM**

Reserved Seats By Resv Code, Price Scale	Total	Value
COD - College of DuPage		
A - A	0	0.00
ADA - ADA	0	0.00
B - B	0	0.00
	0	0.00
Total Reserved	0	0.00

Capacity Breakdown

Price Scale	Sold	Comp	Sold/Comp	Available	Reserved	Held	Blacked Out	Blocked	Capacity
A - A	257	207	464	135	0	4	0	0	603
ADA - ADA	13	12	25	2	0	8	0	0	35
B - B	113	0	113	29	0	0	0	0	142
Event Totals	383	219	602	166	0	12	0	0	780
Percent Capacity	49.10	28.08	77.18	21.28	0.00	1.54	0.00	0.00	100.00

*** End of Report ***

Single Event Audit - Reception with Geoffrey Baer (RT26_BAER) on Sunday, April 26, 2026 at 5:00 PM

Event: RT26_BAER - Reception with Geoffrey Baer,Include Opens in Held Seats by Hold Code: No,Include Payment Summary: Yes,Include Today's Sales: Yes,Sales Channel / Agency Grouping: Sales Channel,Price / Buyer Grouping: Price / Buyer Type,Include Price Manifest: No,Subtract Black-Out Holds From Capacity: No

Sales by Sales Channel

Price Scale	Buyer Type	Ticket Price	Today			Cumulative		
			Comp	Sold	Amount	Comp	Sold	Amount
Sales Channel: Box Office GA100 - GA MAC 140	ADULT - Adult	85.00	0	0	0.00	0	3	255.00
Report Totals			0	0	0.00	0	3	255.00
Average ticket price (Excl comps): 85.00 (Inc comps): 85.00								

Buyer Type Summary

Buyer Type	Today			Cumulative		
	Comp	Sold	Amount	Comp	Sold	Amount
Adult	0	0	0.00	0	3	255.00
Report Totals	0	0	0.00	0	3	255.00

Price Scale Summary

Price Scale	Capacity	Unsold	Today			Cumulative		
			Comp	Sold	Amount	Comp	Sold	Amount
GA100 - GA MAC 140	100	97	0	0	0.00	0	3	255.00
Report Totals	100	97	0	0	0.00	0	3	255.00

Payment Summary

Code	Description	Amount
CRDT	Account Credit	85.00
DISC	Discover	170.00
Report Totals		255.00

Credit Card Fees 3%

\$170*.03=\$5.10

Held Seats by Hold Code, Price Scale

	Total	Value
NOSELL - Do Not Sell		
GA100 - GA MAC 140	65	5,525.00
Total Held	65	5,525.00

Reserved Seats By Resv Code, Price Scale

No Reservations

Single Event Audit - Reception with Geoffrey Baer (RT26_BAER) on Sunday, April 26, 2026 at 5:00 PM

Capacity Breakdown

Price Scale	Sold	Comp	Sold/Comp	Available	Reserved	Held	Blacked Out	Blocked	Capacity
GA100 - GA MAC 140	3	0	3	32	0	65	0	0	100
Event Totals	3	0	3	32	0	65	0	0	100
Percent Capacity	3.00	0.00	3.00	32.00	0.00	65.00	0.00	0.00	100.00

*** End of Report ***

Internal Chargeback Form

The following form may be used to internally transfer revenues and/or expenses from one department within the College to another.

Date: 04/30/26 Fiscal Year: FY26

Initiator name: Molly Junokas Extension: 2938

Department being charged:

GL Account Number(s) <i>e.g. 01-80-00757-5401001</i>	GL Account Name <i>e.g. office supplies</i>	Amount (Debit)
05-60-11401-4600001	AUX MAC Rental : Facilities Rental	\$ 5,653.75

Grand Total \$ 5,653.75

Dept. Budget Officer (print name): Molly Junokas Dept. Budget Officer (sign): Molly Junokas Digitally signed by Molly Junokas
Date: 2026.04.30 13:11:28
+05'00'

Department being paid back:

GL Account Number(s) <i>e.g. 01-80-00757-5401001</i>	GL Account Name <i>e.g. office supplies</i>	Amount (Credit)
05-60-11401-2900005	AUX MAC Rental : Art Center Deposit Liability	\$ 5,653.75

Grand Total \$ 5,653.75

Total Debits must equal Total Credits (this cell must equal \$0) \$ 0.00

Dept. Budget Officer (print name): Molly Junokas Dept. Budget Officer (sign): Molly Junokas Digitally signed by Molly Junokas
Date: 2026.04.30 13:11:40
+05'00'

Description: (Describe the reason this request is being made.)

Correction - MAC Chicago A Cappella Rental. Need to transfer Rental Deposits previously received back to 2900005.
RT26_CHIACAP

Financial Affairs staff review: _____

Financial Affairs Controller or Assistant Controller review: _____

Financial Affairs entered by: _____

Financial Affairs journal entry number: _____

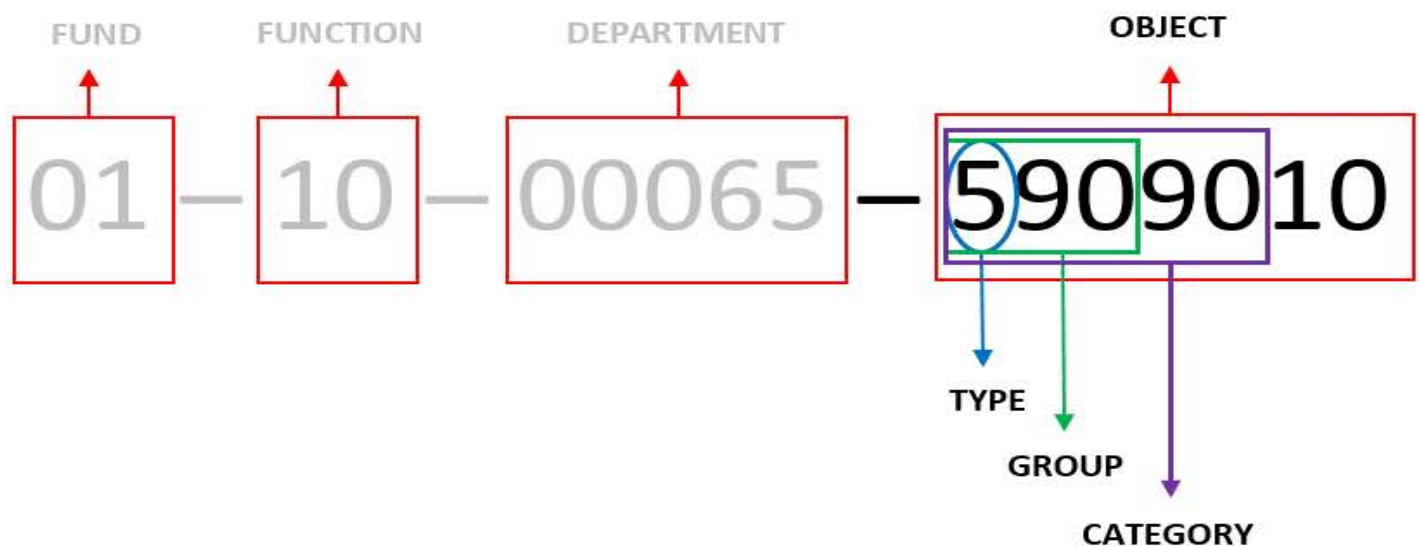
Return approved request and all supporting documents to: Judy Vosicky (SRC 2130), vosicky@cod.edu

Internal Chargeback Form *(continued)*

Instructions:

1. The initiator of this form should enter their name and extension.
2. Complete the top section with the account number(s) that is paying (or, being charged) a dollar amount.
3. That department's Budget Officer must print and sign their name.
4. Complete the bottom section with the account number(s) that will be credited back with a dollar amount.
5. That department's Budget Officer must print and sign their name.
 - 5a. If the same department is used for the top and bottom section, the Budget Officer does not have to sign twice.
6. Include a detailed description of what this request is accomplishing and attach any relevant supporting documents.
7. When the totals of the top and bottom sections net to zero, the form can be submitted to the Financial Affairs department.
8. Please call Financial Affairs if you need help or have any questions.

General ledger account structure:



Chicago A Cappella
Sunday, April 26, 2026

Revenue Settlement

Chicago A Cappella previously paid \$5,653.75 in deposits, which were deposited in 4600001 upon receipt. \$5,653.75 should have been deducted from the MAC Expenses prior to transfer.

Total Revenue	19,133.00
Deposit	5,653.75
Total Expenses	(9,008.22)
MAC Expenses	8,448.75
Credit Card Fees	559.47
Net Revenue to Chicago A Cappella	15,778.53

Need to transfer this deposit amount (\$5,653.75) back into 2900005.

8,448.75	Move to 05-60-11401-4600001	Rental Revenue
559.47	Move to 05-60-11301-4509033	Handling
9,008.22		

For any rental event where the MAC sells tickets for the renter, such as Chicago A Capella, we have accumulated the revenue in the MAC Rental liability account.

Once the rental is complete, we must give the revenue, less MAC invoiced expenses including credit card fees, to the renter.

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

Chicago a cappella check request

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

Tue, May 12, 2026 at 05:18 PM UTC

CC:

BCC:

Please process. Thank you.

Kari Schoettle

Project Manager

McAninch Arts Center, College of DuPage

630-942-2914 | schoettlek@cod.edu

1 attachment

Chicago A Cappella Check Req Inv MAC2026011 15778.53 RT26_CHIACAP Revenue Return w docs
mjksdm.pdf