

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1685067

Vendor Name: George Berlin Studios Llc

Check Details:

Check Number: E0107961

Check Amount: \$ 1,500.00

Check Date: 6/10/2025

Invoice Details:

Invoice Number: GB030625

Invoice Date: 3/6/2025

PO Number: P0017014

Voucher Number: V0888376

Document Type: AP Invoice

Document Below

George Berlin Studios LLC

151 S Park Blvd
Glen Ellyn IL 60137
(773) 470-8060



Invoice

3/6/2025

Invoice to:

College of DuPage Motion
Picture & Television Program
425 Fawell Blvd. | Glen Ellyn, IL
60137

Attention:

Lisa Saltiel

Invoice #

GB030625

COD PO#

P0017014

Project

Workshop CEQ1.15

Due date

3/6/2025

Description	Qty	Unit price	Total price
Projection Mapping workshop April 11-12, 2025	1	\$1,500.00	\$1,500.00
MPTV Production Faculty are proposing a workshop focused on projection mapping			\$0.00
			\$0.00
			\$0.00

Subtotal **\$1,500.00**

Notes: Payable via ACH on file

\$1,500.00



Purchase Order

Purchase Order #: P0017014



George Berlin Studios Llc

PLACE YOUR ORDER

Order Total: 1,500.00 USD

Date: 04/22/2025
Transaction #: 4513207
Authorized By: Eric Frick

Requested By: Christine Santos
Requester Email: santosc489@cod.edu
Phone: 630-942-3226

Supplier Address:
George Berlin Studios Llc
151 S Park Blvd
Glen Ellyn, IL 60137
United States
Attn: George Berlin
Phone: 773-470-8060

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Tony Venezia
Phone: 630-942-2238

Bill To:
College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments:

Line #	Item #	Description	UOM	Qty	Unit Price (USD)	Line Total (USD)
1		Perkins Activity CEQ1.15 – MPTV Production Faculty are proposing a series of workshops in two areas of production that are significant to today's film industry, motion-capture and projection mapping. There is a huge industry need in both those technologies in film, animation, gaming.	Each	1	1,500.00	1,500.00
Ship To Attn: Tony Venezia						



General Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu, (<mailto:invoicing@cod.edu>), with **only one PDF document per email**. For questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.

3. All payments are processed via ACH transfer weekly. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under a separate cover that outlines the set-up instructions, your log-in, and your temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu (<mailto:invoicing@cod.edu>). Paper checks are issued once a month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.

4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act.

5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.

6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.

7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.

8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

9. All shipments are accepted subject to inspection and approval by the College of DuPage.

10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, and 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Subtotal:**Tax:****S & H:****Order Total:**

1,500.00 USD

0.00 USD

0.00 USD

1,500.00 USD

CANCEL

For assistance, please call Procurement Services @ x2217, x2576 or e-mail to purchasing@cod.edu (<mailto:purchasing@cod.edu>).

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College of DuPage
*** Independent Contractor Agreement**

PERKINS GRANT

(Not to be used for contracts in excess of \$5,000.00)

* After final approver signs the completed form, send to invoicing@cod.edu.

VENDOR NUMBER				
1685067				
ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
				1,500.00
APPROVED—Supervisor, Purchasing				DATE
				4/12/2025

PART I. Complete PRIOR to performance of contractual services.

Name George Berlin Studios, LLC Tax I.D. #/S.S. # 88-3749858
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM). (ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

Phone Number 773-470-8060 (No college employee may be paid as an independent contractor.)

Street 151 S Park Blvd.

City, State, Zip Code Glen Ellyn IL 60137

Agrees to perform on 4/11- 12-2025 the following services for the College of DuPage:
DATE (S)

CEQ1.15 – MPTV Production Faculty are proposing a series of workshops in two areas of production that are significant to today's film industry, motion-capture and projection mapping. There is a huge industry need in both those technologies in film, animation, gaming,

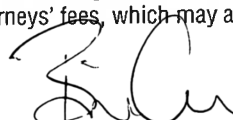
If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 1500.00 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he/she is self employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property & liability including auto related to the above mentioned services.

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.


DEPARTMENT AUTHORIZED SIGNATOR

4/12/2025
DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.
(Must Check One)

☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contractual agreement.

SIGNATURE OF INDEPENDENT CONTRACTOR



DATE 3/6/2025

PART II. Complete AFTER performance of cont

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full.
(Payment is to be made only after completion of the contractual service.)

COLLEGE AUTHORIZED SIGNATURE

DATE

4/12/2025

COUNTER SIGNATOR (OPTIONAL)

DATE

*See board policy, procedures and instructions on next page.
(This agreement is VOID if amount exceeds \$5,000.00)

Accounts Payable <acctpay@cod.edu>

FW: MPTV: FY25: IC AGREEMENTS // Missing Payment for IC George Berlin

Accounts Payable <acctpay@cod.edu>

Tue, Jun 3, 2025 at 06:31 PM UTC

CC:

BCC:

From: Nisar-Weller, Cierra <nisarc@cod.edu>

Sent: Tuesday, June 3, 2025 11:50 AM

To: Invoicing <invoicing@cod.edu>; Zerrudo, Marivic <zerrudom@cod.edu>

Cc: Saltiel, Lisa <saltiel@cod.edu>; Venezia, Tony <venezia@cod.edu>; Saltiel, Lisa <saltiel@cod.edu>; Accounts Payable <acctpay@cod.edu>; george@georgeberlin.com

Subject: ACH: MPTV: FY25: IC AGREEMENTS // Missing Payment for IC George Berlin

Importance: High

Good morning,

Attached are the invoice, purchase order, and IC Agreement for George Berlin. George has indicated that payment for PO #P0017014, related to services rendered, is still outstanding.

Could you please advise when he can expect payment?

Thank you,

Cierra Nisar-Weller

Business Associate

Arts, Communication and Hospitality

425 Fawell Blvd. | Glen Ellyn, IL 60137

MAC 219 | (630) 942-2816 | nisarc@cod.edu

Fall 2024/Spring 2025 Hours (8am-4:30pm)

Remote on Mondays

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From: Santos, Christine <santosc489@cod.edu>

Sent: Tuesday, June 3, 2025 10:53 AM

To: Accounts Payable <acctpay@cod.edu>

Cc: Saltiel, Lisa <saltiel@cod.edu>; Nisar-Weller, Cierra <nisarc@cod.edu>; Venezia, Tony <venezia@cod.edu>

Subject: RE: [External] Workshop payment?

Good morning,

I wanted to reach out if you received an invoice from George Berlin for the PO# P0017014?

Thank you,

[Christine Santos](#)

College of DuPage

CTE Program Specialist

(630)942-3226

From: Venezia, Tony <venezia@cod.edu>
Sent: Tuesday, June 3, 2025 10:35 AM
To: Santos, Christine <santosc489@cod.edu>
Cc: Saltiel, Lisa <saltiel@cod.edu>; Nisar-Weller, Cierra <nisarc@cod.edu>
Subject: FW: [External] Workshop payment?
Importance: High

Hi Christine,

I received an email from George Berlin regarding a payment of \$1500 for the projection mapping seminar held on April 11 & 12 this spring for Perkins Grant CEQ1.15.

He hasn't received payment yet. Would you please look into that?

Thanks a lot.

Tony

From: "george georgeberlin.com" <george@georgeberlin.com>
Date: Tuesday, June 3, 2025 at 9:49AM
To: Tony Venezia <venezia@cdnet.cod.edu>, "Saltiel, Lisa" <saltieil@cod.edu>
Subject: [External] Workshop payment?

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hello,

It looks like I was paid for my Portfolio review

(\$500) but not for the Workshop (\$1500)

Can someone look into this?

Thanks,

George Berlin, Creative Genius

www.georgeberlin.com

(773) 470-8060

[Schedule an Immersive Assessment with us!](#)

Represented by RW Media

(310) 466-7508

randirwmedia@gmail.com

www.rwmedia.tv

3 attachments

PERKINS_George Berlin Studios LLC. Independent Contractor Agreement_4-12.2025.pdf

image002.png

image003.png