

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1082065 **Vendor Name:** American Federation of Musicians

Check Details:

Check Number: E0110443 **Check Amount:** \$ 1,648.63 **Check Date:** 11/11/2025

Invoice Details:

Invoice Number: NP110125PEN **Invoice Date:** 11/3/2025 **PO Number:** NULL **Voucher Number:** V0912766

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.



AMERICAN FEDERATION OF MUSICIANS AND EMPLOYERS' PENSION FUND
PENSION CONTRIBUTION REMITTANCE FORM

Signatory Employer Name: _____
Payor Employer (If Different): _____
Band or Group Name: New Philharmonic
Engagement Date(s): November 1 & 2, 2025
Local #: 10-208
Type of Work Performed: Symphony Orchestra - public concerts

Musician's Name (Last, First, Middle)		Home Local #	Scale Wages	Pension Contribution
Beaune	Amanda	10-208	\$ 250.00	32.9725
Bednarek	David	10-208	\$ 250.00	32.9725
Block	Yulia	10-208	\$ 250.00	32.9725
Brand	Cordelia	10-208	\$ 250.00	32.9725
Bryk-Roberts	Joanna	10-208	\$ 250.00	32.9725
Carrillo	Sarah	10-208	\$ 250.00	32.9725
Castellanos	Darren	10-208	\$ 250.00	32.9725
Cierny	Andrew	10-208	\$ 250.00	32.9725
Claude	Irene	10-208	\$ 250.00	32.9725
Collopy	Stephane	10-208	\$ 250.00	32.9725
Connolly	Denise	10-208	\$ 250.00	32.9725
DeCesare	Nyketa	10-208	\$ 250.00	32.9725
Dickelman	Karen	10-208	\$ 250.00	32.9725
Drapcho	Barbara	10-208	\$ 250.00	32.9725
Gallagher	Mara	10-208	\$ 250.00	32.9725
Hoffman	Brian	10-208	\$ 250.00	32.9725
Hong	Grace	10-208	\$ 250.00	32.9725
Johannesen	Paula	10-208	\$ 250.00	32.9725
Kim	Whun	10-208	\$ 250.00	32.9725
Kronenberg	William	10-208	\$ 250.00	32.9725
Langenberg	Claire	10-208	\$ 250.00	32.9725
Lee	Patricia	10-208	\$ 250.00	32.9725
LeJeune	Kristen	10-208	\$ 250.00	32.9725
Lietza	Andrew	10-208	\$ 250.00	32.9725
Lutter	Pamela	10-208	\$ 250.00	32.9725
Meehan	Michael	10-208	\$ 250.00	32.9725
Miyata	Chikako	10-208	\$ 250.00	32.9725
Neher	Mary Jo	10-208	\$ 250.00	32.9725
Poirot	Benjamin	10-208	\$ 250.00	32.9725
Ponko	Debra	10-208	\$ 250.00	32.9725
Pralle	Lynette	10-208	\$ 250.00	32.9725
Romane	Julian	10-208	\$ 250.00	32.9725
Rump	Ryan	10-208	\$ 250.00	32.9725
Ryan	Dianne	10-208	\$ 250.00	32.9725
Saavedra	Hugo	10-208	\$ 250.00	32.9725
Schwartz	Maria	10-208	\$ 250.00	32.9725
Semanic	Paul	10-208	\$ 250.00	32.9725
Sepmeier	Emma	10-208	\$ 250.00	32.9725
Shinn	Andrew	10-208	\$ 250.00	32.9725
Silk	Jennifer	10-208	\$ 250.00	32.9725
Snow	Andrew	10-208	\$ 250.00	32.9725
Stanley	Phil	10-208	\$ 250.00	32.9725
Stark	Thomas	10-208	\$ 250.00	32.9725
Steiner	Alan	10-208	\$ 250.00	32.9725
Strohbusch	Emma	10-208	\$ 250.00	32.9725
Tuck	John	10-208	\$ 250.00	32.9725
Veleckis	Linda	10-208	\$ 250.00	32.9725
Ward	Lara	10-208	\$ 250.00	32.9725
Yeo	Richard	10-208	\$ 250.00	32.9725
Young	Nichole	10-208	\$ 250.00	32.9725
			\$12,500.00	\$ 1,648.63

Attendance Form **New Phil – Cinderella – Nov. '25**

	Violin I (10)	9/28&29	9/30	11/1 & 11/2
CM	Whun Kim	XX	X	XX
	Debra Ponko	XX	X	XX
	Amanda Beaune	XX	X	XX
	Joanna Bryk-Roberts	XX	X	XX
	Pamela Lutter	XX	X	XX
	Stephane Collopy	XX	X	XX
	Grace Yang	XX	X	XX
	Linda Veleckis	XX	X	XX
	Paula Johannesen	XX	X	XX
	Gina Young	XX	X	X
	Violin II (8)			
P	Mara Gallagher	XX	X	XX
	Kristen LeJeune	XX	X	XX
	Chikako Miyata	XX	X	XX
	Miki Santibanez	XX	X	XX
	Jo Anna Brogan	XX	X	XX
	Bill Kronenberg	XX	X	xx
	Melissa Streidl	XX	X	XX
	Rebecca Cambio	XX	X	XX
	Viola (7)			
P	Ryan Rump	Xx	X	XX
	Sarah Tompkins	Xx	X	XX
	Emma Strohbusch	Xx	X	XX
	Jennifer Silk	Xx	X	XX
	Cordelia Brand	Xx	X	XX
	Timothy Hager	Xx	X	XX
	Denise Connolly	XX	X	XX
	Cello (8)			
P	Claire Langenberg	XX	X	XX
	Rachel Hsieh	XX	X	XX
	Brian Hoffman	XX	X	XX
	Amali Premawardhana	XX	X	XX
	Richard Yeo	XX	X	XX
	Andrew Snow	XX	X	XX
	David Bednarek	XX	X	XX
	Andrew Shinn	XX	X	XX
	Bass (4)			
P	Mike Meehan	XX	X	XX
	Julian Romane	XX	X	XX
	John Tuck	XX	X	XX
	Alan Steiner	XX	X	XX
	Flute (3)			
P	Carolyn May	XX	X	XX
	Maria Schwartz	XX	X	XX
D	Irene Claude	N/A; X	X	XX
	Oboe (3)			
P	Andrew Lietza	XX	X	XX
	Grace Hong	X	X	XX
	Melinda Getz	X	X	XX
	Clarinet (3)			
P	Barbara Drapcho	X	X	XX
	Mary Payne	X	X	XX
	Lacy Garbar	X	X	XX
	Bassoon (3)			

P	Dianne Ryan	X	X	XX
	Lynette Pralle	X	X	XX
	Nyketa DeCesare	N/A; N/A	X	XX
	Horn (4)			
P	Phil Stanley	XX	X	X
	Emma Sepmeier	XX	X	XX
	Mary Jo Neher	XX	X	XX
	Lara Ward	XX	X	XX
	Trumpet(3)			
P	Sarah Carrillo	XX	X	XX
	James Hahn	XX	X	XX
	Paul Semanic	XX	X	XX
	Trombone (3)			
P	Thomas Stark	XX	X	XX
	Hugo Saavedra	XX	X	XX
	Darren Castellanos	XX	X	XX
	Tuba (1)			
P	Ben Poirot	XX	X	XX
	Timpani(1)			
P	James Bond-Harris	XX	X	XX
	Percussion (4)			
P	Andrew Cierny	XX	X	XX
D	Yulia Block	XX	X	XX
D	Maggie Cavanaugh	XX	X	XX
	Charles Gillette	XX	X	XX
	Harp (1)			
P	Nichole Young	XX	X	XX
	Keyboard (1)			
P	Patricia Lee	XX	X	XX

TOTAL SERVICES IN THIS CYCLE IS FIVE 3 reh.; 2Concerts

Doublings:

Irene Claude - flute/piccolo

Yulia Block – battery/mallet percussion

Maggie Cavanaugh – battery/mallet percussion

Cartage: Nichole Young, harp

Notes:

Irene Claude (flute) only required at 2 rehearsals.

Nyketa DeCesare (contra) only required at 1 rehearsal.

Prepared by K. Dickelman 11/2/25

COMMUNITY SYMPHONY ORCHESTRA AGREEMENT

This agreement between the Chicago Federation of Musicians, Local 10-208 ("Union"), and

NEW PHILHARMONIC ORCHESTRA("Employer"), relates to musicians engaged by Employer on a concert-by-concert basis to complement and enhance the regular members of the orchestra ("Supplemental Musicians").

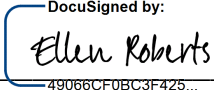
1. Each Supplement Musician will be compensated according to the applicable Union Wage Scale of ^{ninety}~~eighty-five~~ dollars (**\$90.**) for each performance and ^{seventy}~~sixty-five~~ dollars (**\$70.**) for each rehearsal for the performance. Payment for the concert and preceding rehearsal will be made within **15** days after the concert.
2. The Employer will adhere to all applicable Bylaws and work rules of the Chicago Federation of Musicians and the American Federation of Musicians of the United States and Canada.
3. The Employer's failure to comply with the terms of this Agreement will result in its termination effective upon written notice from the Union.
4. The Employer will deduct **3%** work dues from the wages payable under paragraph (1) above and remit them to the Chicago Federation of Musicians, by check made payable to the Chicago Federation of Musicians within **15** days of the performance.
5. The Employer will contribute to the American Federation of Musicians' and Employers' Pension Fund (the "Fund") in accordance with the contribution schedule of the Rehabilitation Plan adopted by the Board of Trustees of the Fund on April 15, 2010 (the "2010 Rehabilitation Plan"), which is incorporated herein. The EMPLOYER shall pay the Fund an amount equal to Thirteen and one hundred eighty-nine thousandths percent (13.189%) on behalf of each Supplemental Musician of wages paid under paragraph (1) above. The Employer agrees to comply with the terms and conditions of the Agreement and Declaration of Trust Establishing the American Federation of Musicians and Employers' Pension Fund (as it may be amended from time to time), which is incorporated by reference into this Agreement. All contributions shall be paid by check payable to the Fund and sent to the Chicago Federation of Musicians no later than fifteen days following the date of the performance for which contributions are made, along with a remittance form showing the Employer's name and address; the type of engagement; the engagement start and end date(s); and, for each musician for whom pension is paid, the musician's last name, first name and middle initial, social security number, wages paid, and pension contribution amount.
6. Recordings may be made only for archival or study purposes and only if the Employer executes a separate archival agreement provided by the Union. Any other recording or use of recorded material may be done only if it is in accordance with the terms and conditions of the applicable American Federation of Musicians agreement, which is expressly incorporated herein.
7. This Agreement shall commence on **JANUARY 1, 2024** and, is subject to the provisions of paragraph (3) above.

8. This agreement shall terminate on **June 30, 2026**.

Community Symphony Name: **NEW PHILHARMONIC ORCHESTRA**

Address: **MC ANINCH ARTS CENTER 625 FAWELL BLVD. #201**


City: **GLEN ELLYN** State: **IL** Zip 60137

By:  Date: 12/18/2023
49066CF0BC3F425...

Print name/ Title: Ellen Roberts Vice President, Admin. Affairs

Federal Not for Profit I.D. # 36-2594972

Chicago Federation of Musicians

By:  Date: 11/21/2023
John Floeter
Vice-President

P.S. Please be aware that a Standard Musical Services Contract and Pension/Work Dues report must be filed with Local 10-208 for all engagements using our members. Failure to do so, may result in the termination of your Community Symphony Orchestra Agreement.

"Sharbaugh, Linda" <sharbaughl@cod.edu>

Check Request - AFMEP NP26_TCHAIK \$1,648.63

"Sharbaugh, Linda" <sharbaughl@cod.edu>

Mon, Nov 3, 2025 at 05:39 PM UTC

CC:

BCC:

Attached for processing. Thank you!

Linda Sharbaugh

McAninch Arts Center, College of DuPage

sharbaughl@cod.edu | 630-942-3009

pronouns: she/her

1 attachment

AFMEP Check Req NP26_TCHAIK 1648.63 Reg Pension 11-03-25 lsmj.pdf