

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088816
Vendor Name: Cengage Learning, Inc.
Invoice Number: 72784798
Invoice Date: 12/29/20
PO Number: P0372540
Check Number: E0083538
Check Amount: \$ 600.00
Check Date: 03/03/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0662651
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Fri Feb 26 12:19:41 CST 2021
To: invoicing@cod.edu
CC:
Subject: PO # 372540 Cengage Invoice # 72784798

Larisa Miller

Supervisor – Acquisitions
College of DuPage Library
425 Fawell Blvd.
SRC 2034
Glen Ellyn, IL 60137
630.942.3664 (v)
630.942-4646 (f)
millerl@cod.edu

[attachment: cengage invoice 72784798.pdf]

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]

DIRECT ALL CORRESPONDENCE TO:
 CENGAGE Learning
27500 Drake Rd.
Farmington Hills, MI 48331
 PHONE: 248-699-4253, 800-877-4253
 FAX: 248-699-8061



BRINGING YOU RESOURCES FROM:

Gale
 Macmillan Library Ref USA
 Primary Source Microform

ORIGINAL INVOICE

NO. 72784798

Date 12/29/20

Page 1 of 1

Order No. 36706344SO

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T.#/T.V.Q.: 1023272543

ACCOUNT NO.

156699

ACCOUNT NO.

156699

BILL TO

COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWEEL BLVD
 GLEN ELLYN IL 601376708

SHIP TO

COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWEEL BLVD
 GLEN ELLYN IL 601376708

APPROVED

02/26/21 - JENNIFER MCINTOSH

2-26-21 PO # 372540

QUANTITY		PURCHASE ORDER NUMBER		PAYMENT DUE		TERMS		FOB SHIPPING POINT	
SHIPPED		PENDING		ISBN		TITLE / AUTHOR / EDITION		PRICE	
1				196066		GALE EBOOK HOSTING FEE 51+ EBOOKS		0.00	
						Subscription Start & End Date: 12/29/20 & 12/28/21		0.00	
								600.00	
1		Total Qty				SUBTOTAL		600.00	

Tax Information

Currency : USD

If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.

PAY THIS AMOUNT

600.00

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
	12/29/20	72784798	156699	01/28/21	600.00

LLM

RETURN THIS STUB WITH PAYMENT TO:

MAIL CHECKS TO: Cengage Learning Inc / Gale
 PO BOX 936754
 ATLANTA, GA 31193-6754

WIRE TRANSFERS: Wells Fargo
 ABA 121000248
 ACCT 4437861156
 SWIFT WFBIUS6S

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toeppen Drive
 Location 04
 Independence, KY 41051

As of 04/01/16, Cengage accepts credit & debit cards for proforma and point of sale orders only. To set up ACH or update your existing ACH information for after invoice payments, email ACH vendor forms to clarky@cengage.com

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
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From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
Subject: RE: Vendor Invoicing Procedures

Hi Scott,

Happy New Year—hope you had a restorative break.

I'm working through the implications of the procedural change you announced just before break with the Library acquisitions team. As procurement is an embedded, core function of the Library (ordering, receiving, and creating a controlled inventory of physical and virtual items), having vendors submit invoices to AP directly without our acquisitions team receiving/reviewing them first creates a number of problems. I'm hoping you may consider making an exception to this policy for