

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089521  
Vendor Name: West Payment Center  
Invoice Number: 844519032  
Invoice Date: 06/04/21  
PO Number: B0372210  
Check Number: E0085062  
Check Amount: \$ 1,351.47  
Check Date: 06/08/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0685455  
Redaction Type: None  
Document Type: AP Invoice

Document Below

# Subscription Invoice

Page 1 of 4



THOMSON REUTERS®

Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan MN 55123-1396

COLLEGE OF DUPAGE  
LIBRARY

Invoice #: 844519032  
Account #: 1000348199  
Invoice date: June 4, 2021

6-7-21 BO # 372210

COLLEGE OF DUPAGE LIBRARY  
STANDING ORDERS SRC 2034  
CAMPUS PRO  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137-6708

Total Due in USD  
**1,351.47**

Payment Due  
**July 4, 2021**

| Summary                     | Charge<br>USD   | Tax total<br>USD | Total<br>USD    |
|-----------------------------|-----------------|------------------|-----------------|
| LIBRARY PLAN CHARGES        | 1,351.47        | 0.00             | 1,351.47        |
| <b>TOTAL INVOICE AMOUNT</b> | <b>1,351.47</b> | <b>0.00</b>      | <b>1,351.47</b> |

LLM

**INVOICE REVIEWED  
OKAY TO PAY**

#### Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other important billing questions under the Billing, payment, returns & refunds section online at [legal.thomsonreuters.com/en/support](http://legal.thomsonreuters.com/en/support)

**JULIE TAYLOR 06/07/21**

#### Self-Service online resources

Sign up for E-delivery of invoices at: <http://ebilling.thomsonreuters.com>  
To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw>  
For online support contact us at: <http://legal.thomsonreuters.com/en/support>

A

Include this portion with your payment-Folding and stapling may delay your payment

#### COLLEGE OF DUPAGE LIBRARY

Invoice #: 844519032  
Invoice date: June 4, 2021  
Account #: 1000348199  
Federal Tax ID: 41-1426973  
VAT reg #: EU372021573/GE369490158

#### Pay online:

Log on to <http://myaccount.tr.com/westlaw>  
to make the payment electronically. Set up your  
payment to be withdrawn electronically using  
your credit card.

Invoice due date: July 4, 2021  
Amount due in USD: 1,351.47

**APPROVED  
06/07/21 - JENNIFER MCINTOSH**

#### Please make checks payable to:

Thomson Reuters - West  
Payment Center  
P.O. Box 6292  
Carol Stream, IL 60197-6292

Amount enclosed \_\_\_\_\_

0844519032 000000000000000000000000 20210604 ZCMI 000135147 0010 1000348199 1

# Subscription Invoice

Page 3 of 4



Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan MN 55123-1396

**COLLEGE OF DUPAGE  
LIBRARY**

Invoice #: 844519032  
Account #: 1000348199  
Invoice date: June 4, 2021

## Library Plan Charges

| Product Detail   | Reference # | Quantity | Unit Price<br>USD | Charge Price<br>USD | Tax<br>USD | Total<br>USD |
|--|-------------|----------|-------------------|---------------------|------------|--------------|
| 1000348199<br>COLLEGE OF DUPAGE LIBRARY<br>STANDING ORDERS SRC 2034<br>CAMPUS PRO<br>425 FAWELL BLVD<br>GLEN ELLYN IL 60137-6708<br><br>Ship/Post date: June 1<br>June 1, 2021 - June 30, 2021<br><br>WEST COMPLETE LIBRARY SUB<br>(Unique identifier 0000778991)<br>BOOKS & BOUND VOLUMES | 6142178029  |          |                   | 1,351.47            | 0.00       | 1,351.47     |

Library Plan Charges Total USD  
**1,351.47**

Continued on next page

**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](#)

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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**  
425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
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**From:** McIntosh, Jennifer <[mcintoshj144@cod.edu](mailto:mcintoshj144@cod.edu)>  
**Sent:** Thursday, January 7, 2021 10:41 AM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto: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

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Mon Jun 07 11:41:50 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 372210 West Payment Center Invoice 844519032  
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**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](mailto:millerl@cod.edu)

[attachment: west payment invoice # 844519032.pdf]

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