

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089521  
Vendor Name: West Payment Center  
Invoice Number: 846018484  
Invoice Date: 3/4/2022  
PO Number: B0000318  
Check Number: E0088730  
Check Amount: \$ 1,446.07  
Check Date: 03/15/2022  
Voucher Number: V0732523  
Document Type: AP Invoice

Document Below

# Subscription Invoice

Page 1 of 2



THOMSON REUTERS®

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

3/7/22 BO # 0000318

COLLEGE OF DUPAGE  
LIBRARY

Invoice #: 846018484  
Account #: 1000348199  
Invoice date: March 4, 2022

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

Total Due in USD  
**1,446.07**

Payment Due  
**April 3, 2022**

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,446.07	0.00	1,446.07
<b>TOTAL INVOICE AMOUNT</b>	<b>1,446.07</b>	<b>0.00</b>	<b>1,446.07</b>

## Billing note:

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

## 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 #: 846018484  
Invoice date: March 4, 2022  
Account #: 1000348199

## Pay online:

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payment to be withdrawn electronically using  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

Invoice due date: April 3, 2022  
Amount due in USD: 1,446.07

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

## Please make checks payable to:

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

0846018484 000000000000000000000000 20220304 ZCMI 000144607 0010 1000348199 9

# Subscription Invoice

Page 2 of 2



THOMSON REUTERS®

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

COLLEGE OF DUPAGE  
LIBRARY

Invoice #: 846018484  
Account #: 1000348199  
Invoice date: March 4, 2022

## Library Plan Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000348199 COLLEGE OF DUPAGE LIBRARY STANDING ORDERS SRC 2034 CAMPUS PRO 425 FAWELL BLVD GLEN ELLYN IL 60137-6708  Ship/Post date: March 1 March 1, 2022 - March 31, 2022  West's Complete Library, Print and Proview, Subscription~ (Unique identifier 0000778991) BOOKS & BOUND VOLUMES	6147061614			1,446.07	0.00	1,446.07

Library Plan Charges Total USD  
**1,446.07**

**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**  
425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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

"Miller, Larisa" <millerl@cod.edu>

---

**BO # 0000318 West Payment Center Invoice 846018484**

---

"Miller, Larisa" <millerl@cod.edu>

Mon, Mar 7, 2022 at 02:47 PM GMT

CC:

BCC:

**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)

---

**1 attachment**

west invoice 846018484.pdf