

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1088869  
Vendor Name: Taylor & Francis Group, LLC  
Invoice Number: 1934078  
Invoice Date: 4/5/2022  
PO Number: P0002655  
Check Number: E0089258  
Check Amount: \$ 1,456.00  
Check Date: 04/20/2022  
Voucher Number: V0736901  
Document Type: AP Invoice

Document Below

# INVOICE

**INVOICE NUMBER:**  
953158125

**INVOICE DATE:**  
04/05/2022

**TAX INVOICE**

**CUSTOMER NUMBER:**  
1934078

Please quote your customer number on all correspondence

**TERMS:**  
Payable in 30 Days



**Taylor & Francis**

Taylor & Francis Group

A Trading Division of Informa UK Limited

4/7/22 PO # 0002655

**INVOICE TO:**

College of Dupage Library  
College of Dupage  
425 Fawell Boulevard  
GLEN ELLYN IL 60137  
UNITED STATES OF AMERICA

**DESPATCH TO:**

College of Dupage Library  
College of Dupage  
425 Fawell Boulevard  
GLEN ELLYN IL 60137  
UNITED STATES OF AMERICA

**OUR REF:**

**Our VAT Number:**  
GB365462636

**ORDER NUMBER:**

8456484

**CUSTOMER ORDER:**

**Customer VAT/Tax No.:**

| ORDER REF.                                       | QTY | ISBN/ISSN     | TITLE  | UNIT PRICE USD        | DISC     | NET VALUE USD   | VAT      | VAT % |
|--|-----|---------------|--|-----------------------|----------|-----------------|----------|-------|
| T&F Collections - eBook Subscriptions            | 1   | 9781420095371 | CRC Hdbk of Chemistry & Physics We<br><br>(Start Date: 1st April 2022 - End Date: 31st March 2023) | 1,456.00              | 0.00%    | 1,456.00        | 0.00     | 0.00  |
| <b>REMARKS:</b><br>Electronic Revenue April 2022 |     |               |  | <b>TOTAL</b>          | 1,456.00 | 0.00            | 1,456.00 |       |
|  |     |               |  | <b>TOTAL USD</b>      |          | <b>1,456.00</b> |          |       |
|  |     |               |  | <b>AMOUNT DUE USD</b> |          | <b>1,456.00</b> |          |       |

Please see payment details overleaf...

For more information on our products, please visit <http://tandf.co.uk>

Informa UK Limited: 1072954

Registered in England and Wales. Registered Office: 5 Howick Place, London, SW1P 1WG  
Do not use this address for correspondence

## Payment and Customer Services Information

Payment may be made by bank/wire transfer, cheque/check, credit/charge card.

- Please do not send cash through the post.
- All payments should be payable to Informa UK Limited unless otherwise indicated below.
- If making payment by cheque/check please write your Customer number on the reverse and send payment with your remittance as below.
- Please ensure your bank notes your invoice number when submitting your payment or alternatively you can email your payment details to our receipts team on [ReceiptsRemittances@informa.com](mailto:ReceiptsRemittances@informa.com)
- For security purposes emailed credit card details will not be accepted

### Payment by Bank/Wire Transfer

Please instruct your bank to quote your Customer Number as the transaction reference and pay to the account indicated below.

The personal information shown on this letter, and/or provided by you, will be held on a database and may be shared with companies in the Informa Group in the UK and internationally. If you do not wish your details to be available to companies in the Informa Group, please write to the Database Manager, 240 Blackfriars, London, SE1 8BF Telephone: +44 20 80520687 Fax: E-mail: [Integrity@informaconnect.com](mailto:Integrity@informaconnect.com)

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|                   |                        |
|-------------------|------------------------|
| Bank Name :       | Bank of America        |
|                   | 222 Broadway           |
|                   | Mailcode NY3 222 14 03 |
|                   | New York               |
|                   | NY 10038, USA          |
| Account Name :    | Informa UK Ltd         |
| Account Number :  | 2753109322             |
| ABA for Wires :   | 026009593              |
| ABA for ACH :     | 021000322              |
| Swift Reference : | BOFAUS3N               |

### Payment by Check

Please use the remittance advice and send it together with your payment.

|           |                |
|-----------|----------------|
| Address : | Informa UK LTD |
|           | PO BOX 416566  |
|           | Boston         |
|           | Massachusetts  |
|           | MA 02241-6566  |
|           | USA            |

### Payment by Credit/Charge Card:

You may use the following link to our secure Payment Platform; or contact our Customer Service Department  
<https://secure.taylorfrancis.com/payment?brand=tandf&p1=0953158125&p2=0008456484&p3=0001934078>

### Customer Services

|           |  |
|-----------|--|
| Address : | T&F Customer Services  |
|           | Sheepen Place  |
|           | Colchester   |
|           | CO3 3LP  |
|           | UK   |
| Tel :     | +1 215 625 8900 Ext 4 (calls from overseas)                            |
|           | +1 800 354 1420 ext 4 (toll-free calls from within the US)             |
| Fax :     | +1 215 207 0046  |
| Email :   | <a href="mailto:OrderSupport@TandF.co.uk">OrderSupport@TandF.co.uk</a> |

For information on how we use your personal data and customer privacy please visit  
<http://taylorandfrancis.com/customer-privacy>

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**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  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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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

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

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**PO # 0002655 Taylor and Francis Invoice 953158125**

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

Thu, Apr 7, 2022 at 03:02 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)

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**1 attachment**

taylor and francis invoice 953158125.pdf