

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 77573458

Invoice Date: 4/5/2022

PO Number: B0000320

Check Number: E0089346

Check Amount: \$ 1,700.50

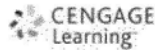
Check Date: 04/27/2022

Voucher Number: V0737402

Document Type: AP Invoice

Document Below

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. 77573458**

Date 04/05/22

Page 1 of 1

Order No. 41781612S#

**4/20/22 BO # 0000320**

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** LARISA MILLER  
 COLLEGE OF DUPAGE  
 LIBRARY ACQ  
 425 FAWELL BLVD  
 GLEN ELLYN IL 601376708

**SHIP TO** LARISA MILLER  
 COLLEGE OF DUPAGE  
 LIBRARY ACQ  
 425 FAWELL BLVD  
 GLEN ELLYN IL 601376708

		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT			
QUANTITY		D COTE	05/05/22	Net 30 Days	EXW			
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT	
			Your account has an established Standing Order for the product. This invoice is for the latest edition/volume of this product. Thank you for your Standing Order!					
1		9781410395917	GALE LIT CRIT: DRAMA CRITICISM V66		415. 80	29. 63	292. 60	
1		9781410399489	GALE LIT CRIT: SHORT STORY CRITICISM V315		441. 45	29. 63	310. 65	
2		Total Qty				SUBTOTAL		603. 25
<div><div>Tax Information</div><div>Currency : USD</div><div>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.</div></div>								
PAY THIS AMOUNT								603. 25

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
D COTE	04/05/22	77573458	156699	05/05/22	603.25

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 WFBUS6S

**RETURN BOOKS TO:**  
 CENGAGE LEARNING  
 Distribution Center  
 10650 Toebben 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](#)

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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>

---

**BO # 0000320 Cengage Invoice 77573458**

---

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

Wed, Apr 20, 2022 at 01:33 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**

cengage invoice 77573458.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 77656937

Invoice Date: 4/25/2022

PO Number: B0000320

Check Number: E0089346

Check Amount: \$ 1,700.50

Check Date: 04/27/2022

Voucher Number: V0737404

Document Type: AP Invoice

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**27555 Executive Drive, Suite 350**  
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 PHONE: 248-699-4253, 800-877-4253  
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**BRINGING YOU RESOURCES FROM:**

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 Macmillan Library Ref USA  
 Primary Source Microform

**ORIGINAL INVOICE**

NO. 77656937

Date 04/25/22

Page 1 of 1

Order No. 418537665#

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

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 GLEN ELLYN IL 601376708

**SHIP TO** LARISA MILLER  
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4/26/22 BO # 0000320

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT	
SHIPPED		D COTE	05/25/22	Net 30 Days	EXW	
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION	PRICE	DISCOUNT	NET AMOUNT
			Your account has an established Standing Order for the product. This invoice is for the latest edition/volume of this product. Thank you for your Standing Order!			
1		9781410399380	GALE LIT CRIT: CONTEMPORARY LITERARY CRITICISM V498	558. 90	29. 63	393. 30
1		9781410399397	GALE LIT CRIT: CONTEMPORARY LITERARY CRITICISM V499	558. 90	29. 63	393. 30
1		9781410399496	GALE LIT CRIT: SHORT STORY CRITICISM V316	441. 45	29. 63	310. 65
3	Total Qty				SUBTOTAL	1, 097. 25
<div><div>Tax Information</div><div>Currency : USD</div><div>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.</div></div>						1, 097. 25
PAY THIS AMOUNT						1, 097. 25

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**RETURN BOOKS TO:**  
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 10650 Toebben Drive  
 Location 04  
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[image002.png](#)

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**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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**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
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"Miller, Larisa" <millerl@cod.edu>

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**BO # 0000320 Cengage Invoice 77656937**

---

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

Tue, Apr 26, 2022 at 01:35 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**

cengage invoice 77656937.pdf