

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1178083
Vendor Name: Encyclopaedia Britannica Inc
Invoice Number: Q-54000-2
Invoice Date: 7/1/2022
PO Number: P0003787
Check Number: 0301682
Check Amount: \$ 4,300.00
Check Date: 08/16/2022
Voucher Number: V0748325
Document Type: AP Invoice

Document Below



Invoice #: Q-54000-2
Date: 7/1/2022

Email: lterry@eb.com
Prepared By: Lillian Terry

Invoice

Encyclopædia Britannica

325 N. LaSalle St. Suite 200, Chicago, Illinois 60654
Phone: (800) 621-3900 Fax: (800) 344-9624

P0003787

msk 7/19/2022

Ship To:

Jennifer McIntosh, Associate Dean, Library
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN, Illinois 60137-6599
United States
Jennifer McIntosh
630-942-2353
mcintoshj144@cod.edu

Bill To

Accounts Payable
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN, Illinois 60137-6599
United States

Sold To

Comments:

Subscription Terms

Starting Date: 7/1/2022
Ending Date: 6/30/2023
Term: 12

Total Users: 0
Weighted Users: 0

Product	Product Code	Total Price
Britannica Academic Subscription	OLSV-Britannica Academic Subscription	USD 4,300.00
Britannica Original Sources Subscription	OLSV-Britannica Original Sources Subscription	USD 0.00
TOTAL:		USD 4,300.00

ACH Payments:
Encyclopædia Britannica, Inc.
Account # 2462513
Routing/ABA # 071000288
Type: Checking
Currency: US Dollar

To pay with credit card, please email ebcustomerserv@eb.com

Terms & Conditions

Tax Id: 36-2063569
Please return a copy of this invoice with payment to:
ENCYCLOPÆDIA BRITANNICA, INC.
P.O. BOX 95225
CHICAGO, IL 60694-5225

Please Note: Unless specified tax is not included on this invoice.

Questions regarding this invoice?

Please contact us at:
(800)-554-9862 x7007
ebcustomerserv@eb.com

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicutt, 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



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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

"Konkel, Mary" <konkel@cod.edu>

Britannica Online invoice ready for payment

"Konkel, Mary" <konkel@cod.edu>

Tue, Jul 19, 2022 at 03:16 PM GMT

CC:

BCC:

The attached invoice for Britannica Online FY23 renewal is ready for payment and Authorization for Library to Submit invoices is attached.

Thank you,

--MARY

Mary S. Konkel

Professor

Head of Technical Services

OCLC Global Council Delegate for the Americas Regional Council (ARC)

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman Charles Alexandre de Calonne

1 attachment

Britannica Online FY 23 Invoice and Authorization.pdf