

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087354
Vendor Name: Matthew Bender & Co., Inc.
Invoice Number: 34876790
Invoice Date: 1/5/2023
PO Number: B0000986
Check Number: 0307223
Check Amount: \$ 388.31
Check Date: 01/18/2023
Voucher Number: V0767954
Document Type: AP Invoice

Document Below

1/5/23 BO # 0000986

Return Products to:
Cenveo Hurlock
Attn LN Returns Dept
4810 Williamsburg Rd
Hurlock, MD 21643
Payment Remittance
Address Below

BILL TO ACCOUNT: 1127936001

INVOICE # 34876790

SHIP TO ACCOUNT: 1127936001

COLLEGE OF DUPAGE
STANDING ORDERS
LIBRARY
425 FAWELL BLVD SRC 2034
GLEN ELLYN IL 60137

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To process your credit card payment, visit www.lexisnexis.com/printcdsc or call 866-644-2455

Customer Support: 800-833-9844 Mon-Fri 8AM-8PM EST Outside US & Canada 1-518-487-3385

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INVOICE

LexisNexis Matthew Bender

CUSTOMER COPY

Fed I.D. No. 14-0499170
RE Tax ID# 52-1471842
GST No. R124610999

Invoice #	Date	PO #	Payment Terms	Ship Method		
34876790	12-15-22	1493413	30	UPS Ground		
# PKGS		# ITEMS	ISBN	UNIT PRICE	LAN VALUE	TOTAL
1		1	9781663356253	352.00		352.00
			US SUP CT RPT LED QUICK CASE TBL 22		S & H	36.31
					TAX	
					TOTAL	388.31

BILL TO ACCOUNT:

1127936001

COLLEGE OF DUPAGE
STANDING ORDERS
LIBRARY
425 FAWELL BLVD SRC 2034
GLEN ELLYN IL 60137

SHIP TO ACCOUNT:

1127936001

COLLEGE OF DUPAGE
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GLEN ELLYN IL 60137

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RETURN BOTTOM STUB

Please return this portion of the invoice with your payment. Visit www.lexisnexis.com/printcdsc or call 866-644-2455 to pay by credit card.

Account #	Invoice #	Date	PO #	Payment Terms	Amount Due	Amount Enclosed
1127936001	34876790	12-15-22	1493413	30	388.31	

# PKGS	# ITEMS	ISBN	UNIT PRICE	LAN VALUE	TOTAL
1	1	9781663356253	352.00		352.00
		US SUP CT RPT LED QUICK CASE TBL 22		S & H	36.31
				TAX	
				TOTAL	388.31

MAKE CHECK PAYABLE TO:

Matthew Bender & Co., Inc.
28544 Network Place
Chicago, IL 60673-1285

Bill to Account Name:

COLLEGE OF DUPAGE

Credit Card Payments

URL: www.lexisnexis.com/printcdsc

Secure Phone: 866-644-2455

INVOICE REMITTANCE COPY

00MB20028544112793600102022121500348767900000000388310

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



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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

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

BO # 0000986 Matthew Bender Invoice 34876790

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

Thu, Jan 5, 2023 at 09:31 PM UTC

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

1 attachment

matthew bender invoice 34876790.pdf