

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085752
Vendor Name: Harvard Education Press
Invoice Number: 01288217001
Invoice Date: 6/5/2023
PO Number: P0007442
Check Number: 0312940
Check Amount: \$ 1,976.70
Check Date: 06/20/2023
Voucher Number: V0789227
Document Type: AP Invoice

Document Below



HARVARD EDUCATION PRESS
660 South Mansfield
Ypsilanti, MI 48197
orders@pssc.com
Phone 888-437-1437
Fax

INVOICE

INVOICE#: 01288217001

PO: P0007442

Page 1 of 1

Sold To: College Of DuPage
College Of DuPage
425 Fawell Blvd Bic 3400
Glen Ellyn IL 60137

Ship To: College Of DuPage
College Of DuPage
425 Fawell Blvd Bic 3400
Glen Ellyn IL 60137

INVOICE DATE	ORDER DATE	SHIP DATE	TERMS
06-05-23	05-22-23	06-05-23	Net 30

QTY	ITEM NO.	DESCRIPTION	LIST	UNIT PRICE	EXT PRICE
46	HEDP-9781682530870	CREATING A DATA-INFORMED CULTURE IN COMMUNITY COLLEGES-PAPER	\$32.00	\$25.60	\$1177.60
29	HEDP-9781682530870	CREATING A DATA-INFORMED CULTURE IN COMMUNITY COLLEGES-PAPER	\$32.00	\$25.60	\$742.40
				Product total	\$1920.00
				Freight	\$56.70
				Sales tax	\$0.00
				Invoice total	\$1976.70
				Amount paid	\$0.00
				Balance due	\$1976.70

CHECK: HARVARD EDUCATION PRESS, 660 S Mansfield St, Ypsilanti, MI 48197

ACH: Account name: President and Fellows of Harvard College, Account # 2226 9542, Routing # 011000138

BANK: Bank of America, 100 Federal Street, Boston, MA 02110 USA

RETURNS: Individuals: within 30 days of original invoice date. Bookstores, Wholesalers, and Distributors: within 90 days of original invoice date. Visit: <https://www.hepg.org/special/navigation/footer/services/customer%2dservice>

[External] Invoice 01288217001 (P0007442) from Harvard Education Press

Orders PSSC <orders@pssc.com>

Tue, Jun 6, 2023 at 02:12 PM UTC

CC: Purchasing Proposals <purchasing@cod.edu>

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hello,

Please see the attached invoice from Harvard Education Press.

For payment by card, please call (734) 487-9720 ext. 107

For payment by check, please remit to

660 S Mansfield St

Ypsilanti, MI 48197

If you have any questions or need additional information you may reach out at any time.

We appreciate your prompt response.

Best regards,

Angela Kirkpatrick

Accounts Representative

Harvard Education Press

c/o Publishers Storage & Shipping, LLC

Tel: (734) 487-9720 ext. 107

Email: orders@pssc.com

1 attachment

01288217001.pdf

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PRESIDENT AND FELLOWS OF HARVARD COLLEGE	
	2 Business name/disregarded entity name, if different from above Harvard Education Publishing Group	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► 501 (c)3	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 1 Exemption from FATCA reporting code (if any) A <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 8 Story St, First Floor	Requester's name and address (optional) Remittance Address: c/o PSSC
6 City, state, and ZIP code Cambridge, MA 02138	660 South Mansfield, Ypsilanti, MI 48197	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
0	4	-	2	1	0	3	5	8 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Sara L. Malcom</i>	Date ► 5/4/2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.