

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1510337  
Vendor Name: OverDrive, Inc.  
Invoice Number: CD0746523160403  
Invoice Date: 5/19/2023  
PO Number: P0007240  
Check Number: 0312973  
Check Amount: \$ 10,000.00  
Check Date: 06/20/2023  
Voucher Number: V0788199  
Document Type: AP Invoice

Document Below

Customer ID	Invoice number	Internal purchase order ID(s)	Date
7465-0001	CD0746523160403	7240	May 18, 2023



OverDrive, Inc.  
One OverDrive Way  
Cleveland, OH 44125  
United States  
Phone: +1 216 573 6886 Fax: +1 216 672 0087  
Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
US Tax ID number: 34-1522786

5/19/23 PO # 0007240

**Bill to:**  
College of DuPage Library  
425 Fawell Blvd.  
Room SRC 2034  
Glen Ellyn, IL 60137

**Sold to:**  
College of DuPage Library  
425 Fawell Blvd.  
Room SRC 2034  
Glen Ellyn, IL 60137

**Payment terms:**  
On receipt

#### Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

#### Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

#### Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117  
Cleveland, OH 44192-0002  
United States

#### Pay by ACH or wire

Please include remittance details with your payment or send remittance details to [invoicing@overdrive.com](mailto:invoicing@overdrive.com), including your customer ID number and invoice numbers.

Bank Name & Branch: The Huntington  
National Bank  
7 Easton Oval  
17 South High Street  
Columbus, Ohio  
USA  
Account Name: OverDrive, Inc.  
Account Number: 01661616573  
ACH ABA Routing  
Number: 041000153  
Wire Routing Number: 044000024  
Swift Code: HUNTUS33

#	Description	Tax rate	Tax amount	Total
1	Deposit on Account for Content Purchases	0.00%	\$0.00 USD	\$10,000.00 USD

**Subtotal:** \$10,000.00 USD

**Tax amount:** \$0.00 USD

**Total:** **\$10,000.00 USD**

**Amount due: \$10,000.00 USD**

**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 # 0007240 OverDrive Invoice CD0746523160403**

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

Fri, May 19, 2023 at 06:19 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](mailto:millerl@cod.edu)

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**1 attachment**

overdrive invoice CD0746523160403.pdf