

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084515  
Vendor Name: Candid  
Invoice Number: CINV17203  
Invoice Date: 5/18/2023  
PO Number: P0007234  
Check Number: E0095547  
Check Amount: \$ 1,199.00  
Check Date: 06/06/2023  
Voucher Number: V0786989  
Document Type: AP Invoice

Document Below



32 Old Slip, 24th Floor  
New York, NY 10005-3500

5/19/23 PO # 0007234

Invoice

#CINV17203

05/18/2023

Bill To	TOTAL DUE
Yuli Melnyk College of DuPage 425 Fawell Boulevard Glen Ellyn IL 60137 United States	<b>\$1,199.00</b> Due Date: 06/17/2023

Terms	Due Date	PO #
Net 30	06/17/2023	NA

Quantity	Item	Rate	Amount
1	<b>2022 Nonprofit Compensation Report - Multi User</b> Service dates: 05/23/2023 - 06/20/2023	\$1,199.00	\$1,199.00

Subtotal	\$1,199.00
*Tax Total (%)	\$0.00
Invoice Total	\$1,199.00
Amount Due	\$1,199.00

**Payment Options: Please Reference CINV17203**

Bank Checks	Bank Information	Domestic ACH/Wires
<b>Make Checks Payable To:</b> Candid PO Box 22799 New York, NY 10087-2799 <b>Please Reference CINV17203</b>	JP Morgan Chase Bank 4 New York Plaza New York, NY 10004	To: Candid ABA Routing Number/ACH Number: 021 00 00 21 Bank Account Number: 226-1-044990 (Swift Code: CHASUS33) <b>For Credit Of: CINV17203</b>

To pay by credit card or ACH, please click [HERE](#) to see the invoice on our website.

\* You will need to register if you haven't previously logged in to our online payment portal.

\* Please note that your purchase may be subject to state/local sales tax, where applicable. If you are exempt from state sales tax, please provide a PDF of your certificate of exemption via email to [accountsreceivable@candid.org](mailto:accountsreceivable@candid.org).

For wire and all other questions, please  
contact Candid's Account Receivable at  
[accountsreceivable@candid.org](mailto:accountsreceivable@candid.org)

Please email tax exempt certificates to  
[taxexempt@candid.org](mailto:taxexempt@candid.org)

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CINV17203

**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 # 0007234 Candid Invoice CINV17203**

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

Fri, May 19, 2023 at 05:14 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**

candid invoice CINV17203.pdf