

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 82672973

Invoice Date: 9/25/2023

PO Number: B0001586

Check Number: E0097387

Check Amount: \$ 2,312.86

Check Date: 10/04/2023

Voucher Number: V0803165

Document Type: AP Invoice

Document Below

DIRECT ALL CORRESPONDENCE TO:
 CENGAGE Learning
27555 Executive Drive, Suite 350
Farmington Hills, MI 48331
 PHONE: 248-699-4253, 800-877-4253
 FAX: 248-699-8061



BRINGING YOU RESOURCES FROM:

Gale
 Macmillan Library Ref USA
 Primary Source Microform

ORIGINAL INVOICE

NO. 82672973

Date 09/25/23

Page 1 of 1

Order No. 46896928S#

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T#/T.V.Q.: 1023272543

ACCOUNT NO. **156699**

ACCOUNT NO. **156699**

BILL TO LARISA MILLER
 COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

SHIP TO LARISA MILLER
 COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

9/26/23 BO # 0001586

| QUANTITY | | PURCHASE ORDER NUMBER | PAYMENT DUE | TERMS | FOB SHIPPING POINT | | | |
|--|---------|-----------------------|---|-------|--------------------|----------|------------|----------|
| D COTE | | 10/25/23 | Net 30 Days | | EXW | | | |
| SHIPPED | PENDING | ISBN | TITLE / AUTHOR / EDITION | | PRICE | DISCOUNT | NET AMOUNT | |
| | | | Your account has an established Standing Order for the product. This invoice is for the latest edition/volume of this product. Thank you for your Standing Order! | | | | | |
| 1 | | 9780028684635 | GALE LIT CRIT: CONTEMPORARY LITERARY CRITICISM V522 | | 625.05 | 29.63 | 439.85 | |
| 1 | | 9780028684642 | GALE LIT CRIT: CONTEMPORARY LITERARY CRITICISM V523 | | 625.05 | 29.63 | 439.85 | |
| 1 | | 9781535872478 | GALE LIT CRIT: SHORT STORY CRITICISM V336 | | 492.75 | 29.63 | 346.75 | |
| 1 | | 9781535872485 | GALE LIT CRIT: SHORT STORY CRITICISM V337 | | 492.75 | 29.63 | 346.75 | |
| 4 | | Total Qty | | | | SUBTOTAL | | 1,573.20 |
| <div><div>Tax Information</div><div>Currency : USD</div><div>If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.</div></div> | | | | | | | | |
| PAY THIS AMOUNT | | | | | | | | 1,573.20 |

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

| PURCHASE ORDER NUMBER | INVOICE DATE | INVOICE NUMBER | CUSTOMER ACCOUNT NUMBER | PAYMENT DUE | AMOUNT DUE |
|-----------------------|--------------|----------------|-------------------------|-------------|------------|
| D COTE | 09/25/23 | 82672973 | 156699 | 10/25/23 | 1,573.20 |

RETURN THIS STUB WITH PAYMENT TO:

MAIL CHECKS TO: Cengage Learning Inc / Gale
 PO BOX 936754
 ATLANTA, GA 31193-6754

WIRE TRANSFERS: Wells Fargo
 ABA 121000248
 ACCT 4437861156
 SWIFT WFBIUS6S

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toebben Drive
 Location 04
 Independence, KY 41051

As of 04/01/16, Cengage accepts credit & debit cards for proforma and point of sale orders only. To set up ACH or update your existing ACH information for after invoice payments, email ACH vendor forms to clarky@cengage.com

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE

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



Disclosure Statement:

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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 # 0001586 Cengage Invoice 82672973

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

Wed, Sep 27, 2023 at 01:27 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

<https://library.cod.edu/>

1 attachment

cengage invoice 82672973.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 82673410

Invoice Date: 9/25/2023

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Check Number: E0097387

Check Amount: \$ 2,312.86

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Page 1 of 1

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|---|--|-----------------------|---|--------------------------|--------------------|----------|------------|
| SHIPPED | | PENDING | ISBN | TITLE / AUTHOR / EDITION | PRICE | DISCOUNT | NET AMOUNT |
| 1 | | 9781535872768 | Your account has an established Standing Order for the product. This invoice is for the latest edition/volume of this product. Thank you for your Standing Order! | | 448.20 | 17.49 | 369.83 |
| 1 | | 9781535872775 | GALE LIT CRIT: SOMETHING ABOUT THE AUTHOR V399 GALE LIT CRIT: SOMETHING ABOUT THE AUTHOR V400 | | 448.20 | 17.49 | 369.83 |
| 2 | | Total Qty | SUBTOTAL | | | | 739.66 |
| <div><div><div>Tax Information</div><div>Currency : USD</div><div>If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.</div></div><div><div>PAY THIS AMOUNT</div><div>739.66</div></div></div> | | | | | | | |

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cengage invoice 82673410.pdf