

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089521  
Vendor Name: West Payment Center  
Invoice Number: 849098445  
Invoice Date: 10/1/2023  
PO Number: B0001662  
Check Number: E0097571  
Check Amount: \$ 1,561.76  
Check Date: 10/10/2023  
Voucher Number: V0803934  
Document Type: AP Invoice

Document Below

# Subscription Invoice



Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan, MN 55123-1396

10/3/23 BO # 0001662

COLLEGE OF DUPAGE  
LIBRARY

Invoice #: 849098445  
Account #: 1000348199  
Invoice date: October 1, 2023

COLLEGE OF DUPAGE LIBRARY  
STANDING ORDERS SRC 2034  
CAMPUS PRO  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137-6708

Total Due in USD  
**1,561.76**

Payment due by  
**October 31, 2023**

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,561.76	0.00	1,561.76
<b>TOTAL INVOICE AMOUNT</b>	<b>1,561.76</b>	<b>0.00</b>	<b>1,561.76</b>

## Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at [legal.thomsonreuters.com/en/support](http://legal.thomsonreuters.com/en/support).

## Self-Service online resources

Sign up for E-delivery of invoices at: <http://ebilling.thomsonreuters.com>  
To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw>  
For online support contact us at: <http://legal.thomsonreuters.com/en/support>

We reserve the right to charge a late fee for each invoice not paid by the due date. Avoid potential late fees by enrolling in Autopay at: [www.tr.com/guestpay-autopay](http://www.tr.com/guestpay-autopay).

A PP

**Include this portion with your payment-Folding and stapling may delay your payment**

## COLLEGE OF DUPAGE LIBRARY

Invoice #: 849098445  
Invoice date: October 1, 2023  
Account #: 1000348199

## Pay online:

To make a payment electronically log on to  
<https://www.thomsonreuters.com/en-us/account/billing/guest/pay>  
Set up your payment to be withdrawn electronically using  
direct debit or credit card.

Invoice due date: October 31, 2023  
Amount due in USD: 1,561.76

Amount enclosed \_\_\_\_\_

## Please make checks payable to:

Thomson Reuters - West  
Payment Center  
P.O. Box 6292  
Carol Stream, IL 60197-6292

0849098445 000000000000000000000000 20231001 ZCMI 000156176 0010 1000348199 5

**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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**BO # 0001662 West Payment Center Invoice 849098445**

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

Tue, Oct 3, 2023 at 04:09 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)

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

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**1 attachment**

west payment center invoice 849098445.pdf