

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089475
Vendor Name: Swank Motion Pictures
Invoice Number: 3475607
Invoice Date: 10/2/2023
PO Number: P0008806
Check Number: E0097797
Check Amount: \$ 2,699.00
Check Date: 10/25/2023
Voucher Number: V0807668
Document Type: AP Invoice

Document Below

ORIGINAL INVOICE

S
H Jacqueline Gutierrez
I Student Life
P College Of Dupage
425 Fawell Blvd
T Glen Ellyn, IL 60137
O



10795 WATSON ROAD
ST. LOUIS, MISSOURI 63127-1012

INVOICE NO.	INVOICE DATE	CUSTOMER NUMBER
RG 3475607	10/02/23	0043543015
CUSTOMER P.O. NO.		SHIPPING METHOD
P0008806		UPS
SHIP DATE	CODE	STATE
10/02/23	CO	IL

FEDERAL TAX I.D. 43-1382264

**INVOICE
IS DUE UPON
RECEIPT**

**BILLING INQUIRIES (800) 876-5445
SALES INQUIRIES (800) 876-5577
OR FAX (314) 966-3472**

LATE PAYMENT CHARGE OF 1 1/2% PER MONTH WILL BE ADDED
TO BALANCE UNPAID THIRTY DAYS AFTER INVOICE DATE

ORDER NO.	FILM NO.	FILM TITLE	PRICE
2106795-0001	0067350	WS DVD EVERYTHING EVERYWHERE ALL AT ONCE Planned Usage From: 10/11/23 to 10/11/23	685.00
<small>In accepting the listed motion pictures for exhibition, the customer hereby agrees not to, or permit others to, (1) broadcast any motion picture or any part thereof over radio, cable, television or Internet; (2) sell, lease or rent any motion picture to others; (3) cut or edit the motion picture in any way; (4) copy or duplicate all or any part of the motion picture; (5) delete or permit deletion of the copyright in any motion picture; or (6) otherwise use the motion picture in any manner or for any purpose not expressly licensed.</small>		OFFICE COL	SALESPERSON Matt Pierson
		SHIPPING AND HANDLING	30.00
		PAY THIS TOTAL	715.00

When admission is charged, the customer hereby agrees to report gross admission receipts to Swank Motion Pictures, Inc. within 24 hours of the last play date.

ALL MOTION PICTURE AND DIGITAL DEVICES MUST BE RETURNED ON THE DATE SHOWN ON YOUR PACKING SLIP

WE ACCEPT ALL MAJOR CREDIT CARDS: VISA, MASTERCARD, AMERICAN EXPRESS AND DISCOVER

**PLEASE RETURN
THIS PORTION**

PLEASE MAIL YOUR REMITTANCE AND MAKE CHECKS PAYABLE TO

SWANK MOTION PICTURES, INC.
2844 PAYSPIRE CIRCLE, CHICAGO, IL 60674

CUSTOMER COMMENTS

INVOICE DATE: 10/02/23

CUSTOMER NO: 0043543015

INVOICE NO: 3475607

TOTAL DUE: 715.00

"CSTARK@SWANKMP.COM" <CSTARK@SWANKMP.COM>

[External] Please find attached invoice# 3475607

"CSTARK@SWANKMP.COM" <CSTARK@SWANKMP.COM> Tue, Oct 3, 2023 at 06:13 AM UTC

CC: CSTARK@SWANKMP.COM <CSTARK@SWANKMP.COM>

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.

Claire Garza | Accounts Receivable Representative | P:800.876.5445 | F:314.966.3472 | Email:
cgarza@swankmp.com
Swank Motion Pictures, Inc. | 10795 Watson Road | St. Louis, MO 63127 | US | www.swank.com

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1 attachment

MPP36685.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089475
Vendor Name: Swank Motion Pictures
Invoice Number: 379948
Invoice Date: 10/3/2023
PO Number: P0008567
Check Number: E0097797
Check Amount: \$ 2,699.00
Check Date: 10/25/2023
Voucher Number: V0807670
Document Type: AP Invoice

Document Below



Invoice Number	Invoice Date	Customer #
379948	10/03/2023	0302015001

P.O. Number :

Terms: Due upon receipt.

For questions regarding this invoice please call or fax:
Phone: 800-876-5445 Fax: 314-966-3472 Or
mpbillinginquiries@swank.com

Fed Tax ID: 43-1382264**Billed To :**

College of DuPage
 Accounts Payable
 425 Fawell Blvd.
 Glen Ellyn, IL 60137

Make Check Payable To:

Swank Motion Pictures, Inc.
 2844 Paysphere Circle
 Chicago, IL 60674

IMPORTANT : Licensee is legally bound by the license agreement if EITHER: (1) content identified below is exhibited; or (2) if Swank Motion Pictures, Inc. is not notified in writing of any exhibition errors or requested changes within 15 days after the event start date. Note that (2) applies even if no exhibition occurs.

Use By	Program	Title	Format	Bookings	Billing Period	Cost Per Unit	Total Price
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College of DuPage

Academic Streaming**Total : 8****Monthly****\$1,920.00**

ALL THE PRESIDENT'S MEN	WS DHD	1				
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024			1		\$240.00	
AMANDLA A REVOLUTION IN FOUR-PART	WS DIG	1	PO # : P0008567			
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024			1		\$240.00	
GOOD WILL HUNTING	WS DHD	1				
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024			1		\$240.00	
LEGALLY BLONDE	WS DHD	1				
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024			1		\$240.00	
MONEYBALL	TW DIG	1				
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024			1		\$240.00	
REMEMBER THE TITANS	WS DHD	1				
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024			1		\$240.00	
THE HUMAN ELEMENT	WS DHD	1				
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024			1		\$240.00	
THE KILLING FIELDS	WS DIG	1				
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024			1		\$240.00	

Academic Streaming Total : \$1,920.00

Invoice #	Invoice Date	Customer #
379948	10/03/2023	0302015001

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Continued on next page.



Fed Tax ID: 43-1382264

Billed To :
College of DuPage
Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Invoice Number	Invoice Date	Customer #
379948	10/03/2023	0302015001
P.O. Number :		
Terms: Due upon receipt.		

For questions regarding this invoice please call or fax:
Phone: 800-876-5445 Fax: 314-966-3472 Or
mpbillinginquiries@swank.com

Make Check Payable To:
Swank Motion Pictures, Inc.
2844 Paysphere Circle
Chicago, IL 60674

IMPORTANT : Licensee is legally bound by the license agreement if EITHER: (1) content identified below is exhibited; or (2) if Swank Motion Pictures, Inc. is not notified in writing of any exhibition errors or requested changes within 15 days after the event start date. Note that (2) applies even if no exhibition occurs.

Use By	Program	Title	Format	Bookings	Billing Period	Cost Per Unit	Total Price
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College of DuPage

Encoding Studio Content	Total : 8	Monthly	\$64.00
DIGITAL PROCESSING FEE	.. FEE 8		
First Playing : 10/01/2023 License Period : 10/01/2023 - 09/30/2024	8	\$64.00	
Encoding Studio Content Total :			\$64.00
College of DuPage Total :			\$1,984.00

Invoice Total : \$1,984.00

Invoice #	Invoice Date	Customer #
379948	10/03/2023	0302015001

Invoice Summary Please Pay This Amount : \$1,984.00

In accepting the listed motion picture for exhibition, the customer hereby agrees not to, or permit others to (1) broadcast any motion picture or any part thereof over radio, cable, television or Internet; (2) sell, lease or rent any motion picture to others; (3) cut or edit the motion picture in any way; (4) copy or duplicate all or any part of the motion picture; (5) delete or permit deletion of the copyright in any motion picture; or (6) otherwise use the motion picture in any manner or for any purpose not expressly licensed. A late payment charge of 1 1/2 % per month will be added to balance unpaid thirty days after invoice date.

PLEASE MAIL YOUR REMITTANCE AND MAKE CHECKS PAYABLE TO :

Swank Motion Pictures, Inc.
2844 Paysphere Circle
Chicago, IL 60674-

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



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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>

PO # 0008567 Swank Invoice 379948

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

Tue, Oct 3, 2023 at 07:06 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

swank invoice 379948.pdf