

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 850755024
Invoice Date: 9/1/2024
PO Number: B0002208
Check Number: E0103149
Check Amount: \$ 1,702.32
Check Date: 09/10/2024
Voucher Number: V0846213
Document Type: AP Invoice

Document Below

Subscription Invoice 9/4/24 BO # 2208



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

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 850755024
Account #: 1000348199
Invoice date: September 1, 2024

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

Total Due in USD
1,702.32

Payment due by
October 1, 2024

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,702.32	0.00	1,702.32
TOTAL INVOICE AMOUNT	1,702.32	0.00	1,702.32

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.

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.

A PP

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

COLLEGE OF DUPAGE LIBRARY

Invoice #: 850755024
Invoice date: September 1, 2024
Account #: 1000348199

Pay online:

To make a payment electronically log on to
<https://www.tr.com/guestpay-autopay>
Set up your payment to be withdrawn electronically using
direct debit or credit card.

Invoice due date: October 1, 2024
Amount due in USD: 1,702.32

Amount enclosed _____

Please make checks payable to:

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

0850755024 000000000000000000000000 20240901 ZCMI 000170232 0010 1000348199 6

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>

BO # 2208 West Payment Center Invoice 850755024

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

Wed, Sep 4, 2024 at 07:21 PM UTC

CC:

BCC:

BO # 2208 West Payment Center Invoice 850755024

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

west payment center invoice 850755024.pdf