

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087064

Vendor Name: National Fire Protection Association,D/

Invoice Number: 6480

Invoice Date: 1/15/2025

PO Number: P0015397

Check Number: 0333987

Check Amount: \$ 4,950.00

Check Date: 01/28/2025

Voucher Number: V0865918

Document Type: AP Invoice

Document Below



**NATIONAL  
FIRE CODES®**

SUBSCRIPTION SERVICE  
ALL ACCESS

**P0015397**

msk 1/15/2025

## NFCSS INVOICE

Account Name: College of DuPage Library

Customer ID#: 115292

New Expiration Date: 12/21/2025

\*Contract Term: 12

Customer PO Number	Invoice Date	Invoice Number
	1/15/2025	6480
Product Name	# of Users	Amount Due*
NFCSSMUON		\$4,950

\*May be subject to taxes

To update the number of users on your current license, please contact: Lynne Grant - [lygrant@nfpa.org](mailto:lygrant@nfpa.org)

**Bill To Address:**

College of DuPage Library  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137-6599  
United States

**Email Invoice to:**

[konkel@cod.edu](mailto:konkel@cod.edu)

**Payment Terms: NET 60 - Method of Payment:**

**Purchase Orders** - email to [phannon@nfpa.org](mailto:phannon@nfpa.org) or [lagrant@nfpa.org](mailto:lagrant@nfpa.org)

**Check** - payable to: NFPA in US Dollars drawn on a US Bank

Mail to: NFPA, 11 Tracy Dr., Avon, MA 02322

**Credit Card** - please call our Credit & Collections Dept. @ 508-895-8394 or 508-895-8338

We accept - Visa - MasterCard - American Express - Discover

**Wire Transfer Information:**

Citizens Commercial Banking  
1 Citizens Drive  
Riverside, RI 02915  
Transit Routing Number: 211070175  
Account #110783-933-2 Bank Contact: 800-883-4224

**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

"Konkel, Mary" <konkel@cod.edu>

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**National Fire Codes Online FY2025 renewal is ready for payment**

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"Konkel, Mary" <konkel@cod.edu>

Wed, Jan 15, 2025 at 07:11 PM UTC

CC:

BCC:

The attached invoice for National Fire Codes Online FY2025 renewal is ready for payment and Authorization for Library to Submit invoices is attached.

Thank you,

MARY

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**Mary S. Konkel**

Professor

Head of Technical Services

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: [konkel@cod.edu](mailto:konkel@cod.edu)

<https://library.cod.edu>

*You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose / Dr. Seuss*

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**1 attachment**

National Fire Codes FY25 Invoice and Authorization.pdf