

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1754275  
Vendor Name: LibraryPass, Inc  
Invoice Number: 8559  
Invoice Date: 1/15/2025  
PO Number: P0015409  
Check Number: E0105354  
Check Amount: \$ 1,840.78  
Check Date: 01/28/2025  
Voucher Number: V0865996  
Document Type: AP Invoice

Document Below



LibraryPass  
5114 Balcones Woods Drive, Ste. 307-311, Austin,  
TX, United States, 78759

# INVOICE

Invoice #: 8559

Issued Date Jan 15, 2025

Due Date Mar 1, 2025

Bill To:  
Yuli Melnyk  
College of DuPage IL

**P0015409**

msk 1/16/2025

Account Address  
425 Fawell Blvd  
Glen Ellyn,, IL  
60137

Item & Description	List Price	Qty	Total
<b>Comics Plus - Academic Library</b> Term: 2/1/25 - 1/31/26 + Early Access 1/6/25 - 1/31/25 Access: Emergent - Adult NOTE: Rails Discount of 25% applied (Original Amount = \$2,454.38 - Rails Discount \$613.60)	\$ 1,840.78	1	\$ 1,840.78
USD Total			\$ 1,840.78
Grand Total			\$ 1,840.78

TERMS AND CONDITIONS <https://librarypass.com/terms-conditions/>

Make Payable to

Account Name: LIBRARY PASS INC

Account Number: 675892779

ACH: ABA/Routing Number: 111000614

Bank Address: JPMorgan Chase Bank NA 270 Park Avenue  
New York, NY 10017

Incoming Domestic Wires:

ABA/Routing Number: 021000021

Bank Address: JPMorgan Chase Bank NA 270 Park Avenue  
New York, NY 10017

Check Info:

NAME: Library Pass, Inc.

ADDRESS: 5114 Balcones Woods Dr. STE 307-311  
Austin, TX 78759

**INCLUDE LIBRARY NAME AND INVOICE NUMBER IN MEMO FIELD**



**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](mailto:bradys310@cod.edu)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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>

---

**Comics Plus FY25 Subscription is ready for payment**

---

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

Thu, Jan 16, 2025 at 03:54 PM UTC

CC:

BCC:

The attached invoice for Comics Plus FY25 Subscription is ready for payment and Authorization for Library to Submit invoices is attached.

Thank you,

MARY

=====

**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*

---

**1 attachment**

Comics Plus FY25 Invoice and Authorization.pdf