

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1524767 **Vendor Name:** TRIBUNE PUBLISHING COMPANY, LLC.

Check Details:

Check Number: 0347243 **Check Amount:** \$ 968.99 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: R224288 **Invoice Date:** 11/27/2025 **PO Number:** P0020669 **Voucher Number:** V0916798

Document Type: AP Invoice

Document Below

Subscriber Address:
COLLEGE OF DU PAGE LIBRARY
425 FAWELL BLVD, GLEN ELLYN IL 60137-6708

SUBSCRIPTION NOTICE - Statement

Account Information

Notice Date:	11/27/25
Account Number:	30216694
Paid To Date:	12/30/2025

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Billing Date:	11/27/25
Respond By:	12/30/2025
Subscription Amount:	\$ 968.99
Distributor Tip (optional):	\$
Contribute to Student Subscriptions:	\$
Total Amount Paid:	\$ 968.99

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Chicago Tribune

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Visit us at myaccount.chicagotribune.com

Account Number: 30216694

Page 2 of 2

Payment Options:

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Signature: _____ Date: _____

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

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

Chicago Tribune Print Newspaper 2nd 6 month FY26 is ready for payment

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

Wed, Dec 10, 2025 at 08:14 PM UTC

CC:

BCC:

The attached invoice for Chicago Tribune Print Newspaper 2nd 6 month FY26 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

<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

Chicago Tribune 2nd 6 month FY26 invoice and Authorization.pdf