

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1186707  
Vendor Name: Scholar Buys  
Invoice Number: S35434  
Invoice Date: 09/25/20  
PO Number: P0371175  
Check Number: E0081667  
Check Amount: \$ 1,620.00  
Check Date: 09/29/2020  
Department ID: 00009  
Reviewer Name: Anna Gay  
Voucher Number: V0645489  
Redaction Type: None  
Document Type: AP Invoice

Document Below



**PLEASE NOTE NEW  
REMITTANCE  
ADDRESS**

Remittance Address:  
PO Box 734939  
Chicago, IL 60673  
P 877.999.9294  
F 847.783.7185  
scholarbuys.com

Date	Invoice Number	PO Number
9/25/2020	S35434	371175

**DUE TO THE PANDEMIC, WE PREFER ACH  
PAYMENTS. IF UNABLE, PLEASE SEND  
CHECKS TO OUR BANK LOCKBOX ABOVE.**

#### Bill To

College of DuPage Accounts Payable  
Accounts Payable, SRC2049  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2228

#### Ship To

College of DuPage Shipping & Receiving  
Warehouse Manager  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599

Quantity	Item	Description	Per	Amount
30	CSP-MST-OF...	Microsoft CSP: Microsoft Project Plan 3 for students 1 YR Term	54.00	1,620.00
		Total sales tax calculated by AvaTax	0.00	0.00
		Anna Gay gayanna@cod.edu 630-942-2502 Customer PO#371175		

**INVOICE REVIEWED  
OKAY TO PAY  
ANNA GAY 09/28/20**

**APPROVED  
09/28/20 - ANTHONY RAMOS**

**Total** \$1,620.00

ScholarBuys LLC extends terms to approved K12 and Higher Education institutions. Payment is due to be received no later than thirty (30) days from the date set forth in each respective ScholarBuys LLC invoice. In the event that any debt is not paid in accordance with the above terms, customer shall pay to ScholarBuys LLC interest on the entire outstanding balance due at a rate of one point five percent (1.5%) per month (18% per annum) or at the highest interest rate allowable by law. By submitting a purchase order to ScholarBuys LLC you agree to these terms.

ScholarBuys LLC reserves all remedies available to it in the event the debt is not paid in accordance with the above terms, including all Illinois state contractual remedies available under Illinois law. To that end, ScholarBuys LLC reserves the right to bring any breach of contract claim or related action in Kane County or Cook County, in order to enforce the payment terms of this agreement. Purchaser consents to the jurisdiction and venue of such proceedings.

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From: gayanna@cod.edu  
Sent: Mon Sep 28 10:41:58 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Invoice S35434 from ScholarBuys LLC  
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Hello this is needed immediately. Thank you so much.

*Anna Gay*

*Program Support Specialist  
Arts, Communication and Hospitality  
Fashion Studies, Culinary Arts, Hospitality, Travel  
Dance, Architecture, Cosmetology and Speech Communication*

*College of DuPage  
425 Fawell Blvd BIC 1441  
Glen Ellyn, IL 60137  
630-942-2502*

**From:** Jessica Mann <jessica.mann@scholarbuys.com>  
**Sent:** Friday, September 25, 2020 10:11 AM  
**To:** Gay, Anna <gayanna@cod.edu>  
**Cc:** Michael Heap <michael.heap@scholarbuys.com>; Brendon Palluck <brendon.palluck@scholarbuys.com>  
**Subject:** Invoice S35434 from ScholarBuys LLC

Dear Customer:

Attached you will find details for your recent ScholarBuys purchase. Thank you for your business!

S35434  
1,620.00

\*\*\*\* PLEASE READ BELOW \*\*\*\*

Due to the pandemic, the majority of our team is working remotely. We are not in our office frequently and payments sent to our physical street address could be delayed.

\*\*\*\*PLEASE PAY VIA ACH\*\*\*\*

We are making an effort to receive all payments via ACH/EFT. If your school is not currently set up to remit electronically and has the ability to do so, please contact us and we can provide the information necessary to complete electronic payment.

\*\*\*\*NEW REMITTANCE ADDRESS\*\*\*\*

For those schools unable to issue electronic payments we have established a bank lock box. Please note and hard code our new remittance address below.

SCHOLARBUYS LLC  
P.O. Box 734939

Chicago, IL 60673-4939

If you have any questions or would like to confirm the new address please contact our Accounting department at (877)999-9294 ext. 500. Thank you for your attention to this matter!

Sincerely,  
ScholarBuys  
(877)999-9294 ext. 500

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From: barriosi142@cod.edu  
Sent: Mon Sep 28 14:44:42 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Scholars Buy-Microsoft Project  
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**From:** Gay, Anna <gayanna@cod.edu>  
**Sent:** Monday, September 28, 2020 2:23 PM  
**To:** Barrios, Isabel <barriosi142@cod.edu>  
**Subject:** FW: Scholars Buy-Microsoft Project

Does this count?

*Anna Gay*

*Program Support Specialist  
Arts, Communication and Hospitality  
Fashion Studies, Culinary Arts, Hospitality, Travel  
Dance, Architecture, Cosmetology and Speech Communication*

*College of DuPage  
425 Fawell Blvd BIC 1441  
Glen Ellyn, IL 60137  
630-942-2502*

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Monday, September 28, 2020 2:22 PM  
**To:** Gay, Anna <gayanna@cod.edu>  
**Cc:** Barrios, Isabel <barriosi142@cod.edu>  
**Subject:** RE: Scholars Buy-Microsoft Project

Anna,

If you are requesting a manual check, I approve.

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

**From:** Gay, Anna <gayanna@cod.edu>  
**Sent:** Monday, September 28, 2020 12:57 PM  
**To:** Roberts, Ellen <roberts@cod.edu>

**Cc:** Barrios, Isabel <barriosi142@cod.edu>

**Subject:** Scholars Buy-Microsoft Project

Hello Ellen,

You recently approved and we got the PO for Scholar's Buy to get software for the Architecture Construction Management program for the students –it is a virtual real, time project tracking system for students to do group work.

Scholar's Buy would like payment first—

The faculty has been waiting patiently but really needs to access it now for his class. Is it possible to pay this week? I attached the Contract Cover to assist in refreshing your memory-since I am sure you go thru 100 of these a week.

Thank you so much,

*Anna Gay*

*Program Support Specialist*

*Arts, Communication and Hospitality*

*Fashion Studies, Culinary Arts, Hospitality, Travel*

*Dance, Architecture, Cosmetology and Speech Communication*

*College of DuPage*

*425 Fawell Blvd BIC 1441*

*Glen Ellyn, IL 60137*

*630-942-2502*