

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087354
Vendor Name: Matthew Bender & Co., Inc.
Invoice Number: 22118152
Invoice Date: 11/20/20
PO Number: P0371844
Check Number: 0275743
Check Amount: \$ 1,932.82
Check Date: 01/12/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0656585
Redaction Type: None
Document Type: AP Invoice

Document Below

From: millerl@cod.edu
Sent: Wed Dec 09 09:04:14 CST 2020
To: invoicing@cod.edu
CC:
Subject: PO # 371844 Matthew Bender Invoice # 22118152

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

12-9-20 PO # 371844

Return Products to:
Cenveo Hurlock
Attn LN Returns Dept
4810 Williamsburg Rd
Hurlock, MD 21643
Payment Remittance
Address Below

BILL TO ACCOUNT: 1127936001

INVOICE # 22118152

SHIP TO ACCOUNT: 1127936001

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GLEN ELLYN IL 60137

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APPROVED
12/11/20 - JENNIFER MCINTOSH

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INVOICE

LexisNexis Matthew Bender

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Fed I.D. No. 14-0499170
RE Tax ID# 52-1471842
GST No. R124610999

Invoice #	Date	PO #	Payment Terms	Ship Method
22118152	11-20-20		30	UPS Ground

# PKGS	# ITEMS	ISBN	UNIT PRICE	LAN VALUE	TOTAL
1	1	1 0006634993602	940.00		940.00
		IL JURIS 2020 CS/RV 24			
				S & H	97.36
				TAX	
				TOTAL	1037.36

BILL TO ACCOUNT:

1127936001

SHIP TO ACCOUNT:

1127936001

LLM

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OKAY TO PAY

RETURN BOTTOM STUB

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Account #	Invoice #	Date	PO #	Payment Terms	Amount Due	Amount Enclosed
1127936001	22118152	11-20-20		30	1037.36	

# PKGS	# ITEMS	ISBN	UNIT PRICE	LAN VALUE	TOTAL
1	1	1 0006634993602	940.00		940.00
		IL JURIS 2020 CS/RV 24			
				S & H	97.36
				TAX	
				TOTAL	1037.36

MAKE CHECK PAYABLE TO:

Matthew Bender & Co., Inc.
28544 Network Place
Chicago, IL 60673-1285

Bill to Account Name:

COLLEGE OF DUPAGE

Credit Card Payments

URL: www.lexisnexis.com/printcdsc
Secure Phone: 866-644-2455
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00MB20028544112793600102020112000221181520000001037363

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087354
Vendor Name: Matthew Bender & Co., Inc.
Invoice Number: 22192700
Invoice Date: 11/24/20
PO Number: P0372006
Check Number: 0275743
Check Amount: \$ 1,932.82
Check Date: 01/12/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0657842
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Fri Jan 08 09:01:30 CST 2021
To: invoicing@cod.edu
CC:
Subject: PO # 372006 Matthew Bender Invoice # 22192700

APPROVED

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

01/11/21 - JENNIFER MCINTOSH

[attachment: matthew bender 22192700.pdf]

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]

BILL TO ACCOUNT: 1127936001

INVOICE # 22192700

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INVOICE

LexisNexis Matthew Bender

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Fed I.D. No. 14-0499170
RE Tax ID# 52-1471842
GST No. R124610999

Invoice #	Date	PO #	Payment Terms	Ship Method
22192700	11-24-20		30	UPS Ground

# PKGS	# ITEMS	ISBN	UNIT PRICE	LAN VALUE	TOTAL
1	1	0006703422903	823.00		823.00
		US SUP CT RPT 20S 4 VOLS/TABLES			
				S & H	72.46
				TAX	
				TOTAL	895.46

BILL TO ACCOUNT:

1127936001

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STANDING ORDERS
LIBRARY
425 FAWELL BLVD SRC 2034
GLEN ELLYN IL 60137

SHIP TO ACCOUNT:

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Account #	Invoice #	Date	PO #	Payment Terms	Amount Due	Amount Enclosed
1127936001	22192700	11-24-20		30	895.46	

# PKGS	# ITEMS	ISBN	UNIT PRICE	LAN VALUE	TOTAL
1	1	0006703422903	823.00		823.00
		US SUP CT RPT 20S 4 VOLS/TABLES			
				S & H	72.46
				TAX	
				TOTAL	895.46

MAKE CHECK PAYABLE TO:
Matthew Bender & Co., Inc.
28544 Network Place
Chicago, IL 60673-1285

Bill to Account Name:
COLLEGE OF DUPAGE

Credit Card Payments LLM
URL: www.lexisnexus.com/printcdsc
Secure Phone: 866-644-2455
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00MB20028544112793600102020112400221927000000000895461

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