

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1088816  
Vendor Name: Cengage Learning, Inc.  
Invoice Number: 72729348  
Invoice Date: 12/11/20  
PO Number: B0370468  
Check Number: E0082841  
Check Amount: \$ 174.80  
Check Date: 01/12/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0657819  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Thu Jan 07 15:33:38 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 370468 Cengage Invoice 72729348  
-----

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

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]  
[attachment: cengage invoice # 72729348.pdf]

**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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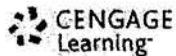
**From:** McIntosh, Jennifer <[mcintoshj144@cod.edu](mailto:mcintoshj144@cod.edu)>  
**Sent:** Thursday, January 7, 2021 10:41 AM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
**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

DIRECT ALL CORRESPONDENCE TO:  
 CENGAGE Learning  
 27500 Drake Rd.  
 Farmington Hills, MI 48331  
 PHONE: 248-699-4253, 800-877-4253  
 FAX: 248-699-8061



**BRINGING YOU RESOURCES FROM:**

Gale  
 Macmillan Library Ref USA  
 Primary Source Microform

**ORIGINAL INVOICE**

NO. 72729348

Date 12/11/20

Page 1 of 1

Order No. 36776572S#

Federal ID No.: 59-2124491 Canadian G.S.T./T.P.S.: 14074 8831 RT0001 Canadian Q.S.T#/T.V.Q.: 1023272543

ACCOUNT NO. 156699

ACCOUNT NO. 156699

**BILL TO** LARISA MILLER  
 COLLEGE OF DUPAGE  
 LIBRARY ACQ  
 425 FAWELL BLVD  
 GLEN ELLYN IL 601376708

**SHIP TO** LARISA MILLER  
 COLLEGE OF DUPAGE  
 LIBRARY ACQ  
 425 FAWELL BLVD  
 GLEN ELLYN IL 601376708

12-21-20 BO # 370468

| QUANTITY   |  | PURCHASE ORDER NUMBER |   | PAYMENT DUE |  | TERMS       |          | FOB SHIPPING POINT |  |
|--|--|-----------------------|---|-------------|--|-------------|----------|--------------------|--|
| SHIPPED   PENDING  |  | library               |   | 01/10/21    |  | Net 30 Days |          | EXW                |  |
|  |  | ISBN                  | TITLE   AUTHOR   EDITION  |             |  | PRICE       | DISCOUNT | NET AMOUNT         |  |
| 1  |  | 9780028666792         | Your account has an established Standing<br>Order for the product. This invoice is<br>for the latest edition/volume of this<br>product. Thank you for your Standing<br>Order!<br>NOVELS FOR STUDENTS 65 |             |  | 184.00      | 5.00     | 174.80             |  |
| <div>APPROVED<br/>01/08/21 - JENNIFER MCINTOSH</div>   |  |                       |   |             |  |             |          |                    |  |
| 1  |  | Total Qty             |   |             |  | SUBTOTAL    |          | 174.80             |  |
| <div><div>Tax Information</div><div>Currency : USD</div><div>If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.</div></div> |  |                       |   |             |  |             |          |                    |  |
| PAY THIS AMOUNT  |  |                       |   |             |  |             |          | 174.80             |  |

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

| PURCHASE ORDER NUMBER | INVOICE DATE | INVOICE NUMBER | CUSTOMER ACCOUNT NUMBER | PAYMENT DUE | AMOUNT DUE |
|-----------------------|--------------|----------------|-------------------------|-------------|------------|
| library               | 12/11/20     | 72729348       | 156699                  | 01/10/21    | 174.80     |

RETURN THIS STUB WITH PAYMENT TO:

LLM

**MAIL CHECKS TO:** Cengage Learning Inc / Gale  
 PO BOX 936754  
 ATLANTA, GA 31193-6754

**WIRE TRANSFERS:** Wells Fargo  
 ABA 121000248  
 ACCT 4437861156  
 SWIFT WFBUIUS6S

**RETURN BOOKS TO:**  
 CENGAGE LEARNING  
 Distribution Center  
 10650 Toeppen Drive  
 Location 04  
 Independence, KY 41051

*As of 04/01/16, Cengage accepts credit & debit cards for proforma and point  
 of sale orders only. To set up ACH or update your existing ACH information  
 for after invoice payments, email ACH vendor forms to clarky@cengage.com*

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE