

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084370  
Vendor Name: EBSCO Information Services  
Invoice Number: 1621960  
Invoice Date: 12/30/20  
PO Number: P0372065  
Check Number: E0082847  
Check Amount: \$ 753.27  
Check Date: 01/12/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0657888  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Konkel, Mary <konkel@cod.edu>  
Sent: Sun Jan 10 17:07:08 CST 2021  
To: invoicing@cod.edu  
CC: taylorj410@cod.edu,mcintoshj144@cod.edu  
Subject: Journal of Chemical Education Online Ready to Pay  
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Attached is the Journal of Chemical Education Online from Ebsco invoice ready to pay. Also attached is Scott Brady's authorization for Library invoice submission.

Thank you,

MARY

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*Mary S. Konkel*

Professor

Head of Technical Services

OCLC Global Council Delegate for the Americas Regional Council (ARC)

College of DuPage Library SRC 2034A

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<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman  
Charles Alexandre de Calonne

[attachment: Journal of Chemical Education EBSCO supplemental invoice Dec 30.pdf]

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



PAYMENT PROCESSING CENTER 800-633-4604 205-991-1211  
PO BOX 204661 DALLAS, TX 75320-4661 FAX 205-995-1613

PLEASE ALLOW DOMESTIC  
PUBLISHERS 60 TO 90 DAYS  
FROM DATE OF INVOICE TO  
BEGIN SERVICE.

## INVOICE

# PO372065

BILLING ADDRESS:  
COLLEGE OF DUPAGE  
LIBRARY PERIODICALS  
425 FAWELL BLVD  
GLEN ELLYN IL

60137

SUBSCRIBER:  
LIBRARY PERIODICALS  
COLLEGE OF DUPAGE LIB  
425 FAWELL BLVD  
GLEN ELLYN IL 60137

msk 01/10/2021

When making remittance, and when inquiring about this invoice, please refer to both the invoice number and account number.

Currency: USD

Your Purchase No.	Account No.	Sub	Date	Ref. Code	Invoice No.	Page No.
EMAIL 12/22/20	CG-X-91942-00	AA	12-30-2020		1621960	1

### Journal of Chemical Education - ACS

699.00

Title Number: 473147009 12 issues per year  
Online  
EBSCO Order Number: N1456776 1 Year 01/01/2021  
Print ISSN: 0021-9584 Online ISSN: 1938-1328 New  
Coverage: 98(01/21)-98(12/21)

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**JULIE TAYLOR 01/11/21**

**APPROVED**  
**01/11/21 - JENNIFER MCINTOSH**

Invoice Subtotal	699.00
Service Charge	54.27
Inv Subtotal after SC	753.27
Net Amount Due	753.27

US DOLLAR WIRE TRANSFERS CAN BE SENT TO:  
WELLS FARGO BANK, SAN FRANCISCO, CALIFORNIA  
ACCOUNT NUMBER: 2000027339684  
ABA FOR WIRES: 121000248  
ABA FOR ACH'S: 121000248

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INVUS1

**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**  
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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