

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 843587796
Invoice Date: 01/01/21
PO Number:
Check Number: E0082877
Check Amount: \$ 1,875.08
Check Date: 01/12/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0657590
Redaction Type: None
Document Type: AP Invoice

Document Below

| | | | |
|---|---|---------------|------------------------|
| INVOICE # 843587796 | WEST INFORMATION CHARGES INVOICE DEC 01, 2020 - DEC 31, 2020 | | PAGE 1 |
| DESCRIPTION | CHARGE IN USD | TAX IN USD | TOTAL CHARGE IN USD |
| WEST INFORMATION CHARGES | 1,875.08 | 0.00 | 1,875.08 |
| <div> <div>APPROVED</div> <div>01/11/21 - JENNIFER MCINTOSH</div> </div> | | | |
| <div> <div>INVOICE REVIEWED</div> <div>OKAY TO PAY</div> <div>JULIE TAYLOR 01/11/21</div> </div> | | | |
| <p>IMPORTANT NEWS NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at eg.tn.gov/eusers.com/en/support.</p> | | | |
| FOR BILLING INFORMATION CALL | 1000348199 | A | |

FOR BILLING INFORMATION CALL

1-800-328-4880

1000348199

A

RETURN BOTTOM PORTION WITH PAYMENT

| | |
|--------------|-------------|
| INVOICE # | 843587796 |
| INVOICE DATE | 01/01/2021 |
| ACCOUNT # | 1000348199 |
| VENDOR # | 41-1426973 |
| VAT REG# | EU826006554 |

WEST INFORMATION CHARGES
DEC 01, 2020 - DEC 31, 2020

| | |
|------------------------|------------|
| AMOUNT DUE IN USD | 1,875.08 |
| DUE DATE | 01/31/2021 |
| AMOUNT ENCLOSED IN USD | |

Thomson Reuters - West
Payment Center
P.O. Box 6292
Carol Stream, IL 60197-6292

COLLEGE OF DUPAGE LIBRARY
STANDING ORDERS SRC 2034
CAMPUS PRO
425 FAWELL BLVD
GLEN ELLYN IL 60137-6708

[illegible]

From: Konkel, Mary <konkel@cod.edu>
Sent: Sun Jan 10 17:10:46 CST 2021
To: invoicing@cod.edu
CC: taylorj410@cod.edu,mcintoshj144@cod.edu
Subject: WestLaw Dec Bridge Subscription ready to pay

Attached is the WestLaw Dec Bridge Subscription from Thomson Reuters invoice ready to pay. Also attached is Scott Brady's authorization for Library invoice submission.

Thank you,

MARY

=====

Mary S. Konkel

Professor

Head of Technical Services

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

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>

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

[attachment: WestLaw Dec Bridge Subscription Invoice.pdf]

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

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IMPORTANT NEWS

* INDICATES A SYSTEM CREDIT

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

INVOICE # 843587796
 POSTING # 6139392233

BILLING SUMMARY
 DEC 01, 2020 - DEC 31, 2020

PAGE
1

| DESCRIPTION | UNITS | CHARGE IN USD | TAX IN USD | TOTAL CHARGE IN USD |
|--|-------|-------------------|---------------|------------------------|
| DETAIL OF CHARGES | | | | |
| <u>CAMPUS RESEARCH NEWS AND LAW ON WESTLAW</u> | | | | |
| MONTHLY CHARGES | | | | |
| DATABASE CHARGES (DEC 01, 2020 - DEC 29, 2020) | | 1,750.72 | 0.00 | 1,750.72 |
| DATABASE CHARGES (DEC 30, 2020 - DEC 31, 2020) | | 124.36 | 0.00 | 124.36 |
| TOTAL MONTHLY CHARGES | | 1,875.08S | 0.00S | 1,875.08S |
| TOTAL CAMPUS RESEARCH NEWS AND LAW ON WESTLAW CHARGES | | 1,875.08SG | 0.00SG | 1,875.08SG |
| TOTAL DETAIL OF CHARGES | | 1,875.08SG | 0.00SG | 1,875.08SG |
| TOTAL WEST INFORMATION CHARGES | | 1,875.08G | 0.00G | 1,875.08G |

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P.O. Box 6292
Carol Stream IL 60197-6292

TAX INFORMATION

- ♦ Canadian Registration Numbers

Canada GST/HST 13641 8480 RT0001
British Columbia PST PST-1000-4632
Quebec QST 1021623993 TQ001
Saskatchewan PST 1895663
- ♦ Federal Employer Identification Number: 41-1426973
- ♦ VAT Reg # EU826006554

CONTACT INFORMATION

- | | Telephone |
|-----------------------------------|--------------|
| ♦ Customer Service | 800-328-4880 |
| ♦ Federal Government Accounts | 800-328-2781 |
| ♦ State/Local Government Accounts | 800-325-5325 |
| ♦ FindLaw® | 800-328-4880 |

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PLEASE PROVIDE EXPLANATION IF PAYMENT DOES NOT EQUAL AMOUNT DUE

Special Payment Instructions:

| Invoice Number | Posting Number | Amount of Payment |
|----------------|----------------|-------------------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

Explanation /Directions:

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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