

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1088869
Vendor Name: Taylor & Francis Group, LLC
Invoice Number: 917781018
Invoice Date: 03/02/21
PO Number: p0373323
Check Number: E0084291
Check Amount: \$ 1,400.00
Check Date: 04/21/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0672497
Redaction Type: None
Document Type: AP Invoice

Document Below

INVOICE

INVOICE NUMBER:
917781018

INVOICE DATE:
03/02/2021

TAX INVOICE

CUSTOMER NUMBER:

3793845

Please quote your customer number on all
correspondence



Taylor & Francis

Taylor & Francis Group

A Trading Division of Informa UK Limited

4-13-21 PO # 373323

INVOICE TO:
SRC 3133
College of DuPage
425 Fawell Boulevard
GLEN ELLYN IL 60137
UNITED STATES OF AMERICA

DESPATCH TO:
SRC 3133
College of DuPage
425 Fawell Boulevard
GLEN ELLYN IL 60137
UNITED STATES OF AMERICA

Customer VAT/Tax No.:

OUR REF:

Our VAT Number:
GB365462636

ORDER NUMBER:

7610630

CUSTOMER ORDER:
149701614

ORDER REF.	QTY	ISBN/ISSN	TITLE	UNIT PRICE USD	DISC	NET VALUE USD	VAT	VAT %
TF Books Subscriptions Electronic	1		9781420095371	1,400.00	0.00%	1,400.00	0.00	
			Handbook of Chemistry and Physics					
			(Start date: 01 Apr 2021 - End date: 31 Mar 2022)					
			<div>INVOICE REVIEWED</div> <div>OKAY TO PAY</div> <div>JULIE TAYLOR 04/15/21</div> <div>APPROVED</div> <div>04/15/21 - JENNIFER MCINTOSH</div>					
REMARKS: Electronic revenue March 21				TOTAL	1,400.00	0.00	1,400.00	
					TOTAL USD		1,400.00	
					AMOUNT DUE USD		1,400.00 LLM	

Please see payment details overleaf...

For more information on our products, please visit <http://tandf.co.uk>

Informa UK Limited: 1072954
Registered in England and Wales. Registered Office: 5 Howick Place, London, SW1P 1WG
Do not use this address for correspondence

Payment and Customer Services Information

Payment may be made by bank/wire transfer, cheque/check, credit/charge card.

- Please do not send cash through the post.
- All payments should be payable to Informa UK Limited unless otherwise indicated below.
- If making payment by cheque/check please write your Customer number on the reverse and send payment with your remittance as below.
- Please ensure your bank notes your invoice number when submitting your payment or alternatively you can email your payment details to our receipts team on ReceiptsRemittances@informa.com
- For security purposes emailed credit card details will not be accepted

Payment by Bank/Wire Transfer

Please instruct your bank to quote your Customer Number as the transaction reference and pay to the account indicated below.

The personal information shown on this letter, and/or provided by you, will be held on a database and may be shared with companies in the Informa Group in the UK and internationally. If you do not wish your details to be available to companies in the Informa Group, please write to the Database Manager, Informa UK, Cobb House, 1st Floor, 2-4 Oyster Lane, Byfleet, Surrey, KT14 7DU Telephone: +44 (0) 207 0174555. Fax: +44 (0) 207 0174743. E-mail: database@informa.com

Occasionally your details may be obtained from, or made available to, external companies for marketing purposes. If you do not wish your details to be made available to external companies, please write to the Database Manager, Informa UK, Cobb House, 1st Floor, 2-4 Oyster Lane, Byfleet, Surrey, KT14 7DU Telephone: +44 (0) 207 0174555. Fax: +44 (0) 207 0174743. E-mail: database@informa.com

Bank Name :	Bank of America
	222 Broadway
	Mailcode NY3 222 14 03
	New York
	NY 10038, USA
Account Name :	Informa UK Ltd
Account Number :	2753109322
ABA for Wires :	026009593
ABA for ACH :	021000322
Swift Reference :	BOFAUS3N

Payment by Check

Please use the remittance advice and send it together with your payment.

Address :	Informa UK LTD
	PO BOX 416566
	Boston
	Massachusetts
	MA 02241-6566
	USA

Payment by Credit/Charge Card:

You may use the following link to our secure Payment Platform; or contact our Customer Service Department <https://secure.taylorandfrancis.com/payment#/?product=tandf&invoice=0917781018>

Customer Services

Address :	T&F Customer Services
	Sheepen Place
	Colchester
	CO3 3LP
	UK
Tel :	+1 215 625 8900 Ext 4 (calls from overseas)
	+1 800 354 1420 ext 4 (toll-free calls from within the US)
Fax :	+1 215 207 0046
Email :	OrderSupport@TandF.co.uk

For information on how we use your personal data and customer privacy please visit <http://taylorandfrancis.com/customer-privacy>

The personal information shown on this letter, and/or provided by you, will be held on a database and may be shared with companies in the Informa Group in the UK and internationally. If you do not wish your details to be available to companies in the Informa Group, please write to the Database Manager, Informa UK, Cobb House, 1st Floor, 2-4 Oyster Lane, Byfleet, Surrey, KT14 7DU Telephone: +44 (0) 207 0174555. Fax: +44 (0) 207 0174743. E-mail: database@informa.com

Occasionally your details may be obtained from, or made available to, external companies for marketing purposes. If you do not wish your details to be made available to external companies, please write to the Database Manager, Informa UK, Cobb House, 1st Floor, 2-4 Oyster Lane, Byfleet, Surrey, KT14 7DU Telephone: +44 (0) 207 0174555. Fax: +44 (0) 207 0174743. E-mail: database@informa.com

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



Disclosure Statement:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

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

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu Apr 15 07:41:25 CDT 2021
To: invoicing@cod.edu
CC:
Subject: PO # 373323 Taylor and Francis Invoice # 917781018

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

[attachment: taylor & francis invoice # 917781018.pdf]

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