

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089521  
Vendor Name: West Payment Center  
Invoice Number: 844162444  
Invoice Date: 04/04/21  
PO Number: B0372210  
Check Number: E0084301  
Check Amount: \$ 1,351.47  
Check Date: 04/21/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0672396  
Redaction Type: None  
Document Type: AP Invoice

Document Below

# Subscription Invoice

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THOMSON REUTERS®

Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan MN 55123-1396

COLLEGE OF DUPAGE  
LIBRARY

Invoice #: 844162444  
Account #: 1000348199  
Invoice date: April 4, 2021

4-6-21 BO # 372210

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

Total Due in USD  
**1,351.47**

Payment Due  
May 4, 2021

**APPROVED**

**04/14/21 - JENNIFER MCINTOSH**

## Summary

	Charges USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,351.47	0.00	1,351.47
<b>TOTAL INVOICE AMOUNT</b>	<b>1,351.47</b>	<b>0.00</b>	<b>1,351.47</b> LLM

**INVOICE REVIEWED  
OKAY TO PAY**

**JULIE TAYLOR 04/13/21**

## Billing note:

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](http://legal.thomsonreuters.com/en/support).

## Self-Service online resources

Sign up for E-delivery of invoices at <http://ebilling.thomsonreuters.com>  
To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw>  
For online support contact us at <http://legal.thomsonreuters.com/en/support>

A

Include this portion with your payment-Folding and stapling may delay your payment

## COLLEGE OF DUPAGE LIBRARY

Invoice #: 844162444  
Invoice date: April 4, 2021  
Account #: 1000348199  
Federal Tax ID: 41-1426973  
VAT reg #: EU372021573/GB369490158

Invoice due date: May 4, 2021  
Amount due in USD: 1,351.47

Amount enclosed \_\_\_\_\_

## Pay online:

Log on to <http://myaccount.tr.com/westlaw>  
to make the payment electronically. Set up your  
payment to be withdrawn electronically using  
direct debit or credit card.

## Please make checks payable to:

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

0844162444 000000000000000000000000 20210404 ZCMI 000135147 0010 1000348199 0

# Subscription Invoice

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Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan MN 55123-1396

**COLLEGE OF DUPAGE  
LIBRARY**

Invoice #: 844162444  
Account #: 1000348199  
Invoice date: April 4, 2021

## Library Plan Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000348199 COLLEGE OF DUPAGE LIBRARY STANDING ORDERS SRC 2034 CAMPUS PRO 425 FAWELL BLVD GLEN ELLYN IL 60137-6708  Ship/Post date: April 1 April 1, 2021 - April 30, 2021  WEST COMPLETE LIBRARY SUB (Unique identifier 0000778991) BOOKS & BOUND VOLUMES	6141064172			1,351.47	0.00	1,351.47

Library Plan Charges Total USD  
**1,351.47**

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Thomson Reuters  
West Publishing Corporation  
610 Opperman Drive  
Eagan MN 55123-1396

COLLEGE OF DUPAGE  
LIBRARY

## Monthly Account Summary

Account #: 1000348199

### Cleared Charges within March 5, 2021 to April 4, 2021

Document date	Document #	Description	Amount USD	Notes
03/26/2021	021771731	Eletronic Payment	-694.80	PAYMENT RECEIVED - THANK YOU
02/23/2021	6140089995	New Sale Invoice	694.80	IL PR V12-13 FAMILY LAW FULL SET
03/12/2021	025315321	Eletronic Payment	-1,351.47	PAYMENT RECEIVED - THANK YOU
03/04/2021	0843994152	Subscription Invoice	1,351.47	
04/01/2021	0844085344	Online Invoice	1,927.57	
01/18/2021	1300022155	Open Item Pre-Payment	-19,275.70	Auto Prepay ID 0000062086

### Open Balance Through April 4, 2021

Document date	Document #	Description	Amount USD	Notes	Due Date
04/04/2021	0844162444	Subscription Invoice	1,351.47		05/04/2021

Open Balance in USD as of April 4, 2021 **1,351.47**

Your prepayment of 0.00 for invoice 844162444 has been scheduled but may not be reflected on this Account Summary.

### Open Prepayment through April 4, 2021

Document date	Description	Amount USD
04/01/2021	Auto Prepay ID 0000062086	-17,348.13

Open prepayments may not reflect pending activity. Please review main invoice page for current remaining prepayment balance.

The Monthly Account Summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices and payments.

If you have questions about your outstanding balance, please contact our Account Receivable area by calling 1-800-522-0552 and select account information.

**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

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Tue Apr 13 11:58:35 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 372210 West Payment Center Invoice  
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**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: west invoice 84416244.pdf]

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