

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084180  
Vendor Name: Demco Inc.  
Invoice Number: 6934305  
Invoice Date: 04/08/21  
PO Number: B0370425  
Check Number: E0084377  
Check Amount: \$ 668.07  
Check Date: 04/28/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0673073  
Redaction Type: None  
Document Type: AP Invoice

Document Below



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From: Taylor, Julie <taylorj410@cod.edu>  
Sent: Thu Apr 22 16:31:14 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: DEMCO Invoice  
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Hi Invoicing,

Attached is the DEMCO invoice. Items have been received. Please process.

Thanks,  
Julie

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**From:** custserv@demco.com <custserv@demco.com>  
**Sent:** Wednesday, April 21, 2021 8:48 PM  
**To:** Taylor, Julie <taylorj410@cod.edu>  
**Subject:** [External] RE: Reference Number #1083025700 - Need invoice

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Julie,

Thank you for your email. I am happy to help you. The invoice requested has been attached for your records. Please let us know if we may be of further assistance.

Kindest Regards,

**Latisha R > Customer Success Specialist - Written Communications**

phone: 1.866.730.2931 x7193  
fax: 1.800.245.1329

**Looking for COVID-19 Advice?**

Get tips for keeping your staff, students, and patrons safe at [ideas.demco.com](https://ideas.demco.com) and find a carefully curated selection of [safety products for your school or library](#) at demco.com.





**From:** Taylor, Julie <[taylorj410@cod.edu](mailto:taylorj410@cod.edu)>  
**Sent:** Wednesday, April 21, 2021 11:57 AM  
**To:** Customer Service <[custserv@demco.com](mailto:custserv@demco.com)>  
**Subject:** Reference Number #1083025700 - Need invoice

**[EXTERNAL EMAIL]**

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Hi Customer Service,

It seems as if my accounts receivable team does not have an invoice for Reference Number #1083025700, Total \$668.07.

Can you send it to them? I would like to get this paid.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to [invoicing@cod.edu](mailto:invoicing@cod.edu) **to ensure proper approval routing and expedited payments.**

**Submission of Invoices Instructions**

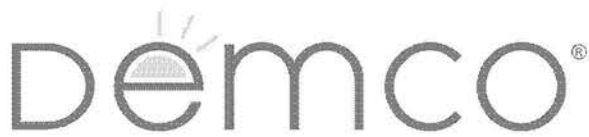
- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

Thanks,  
Julie

[attachment: college of dupage.pdf]

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





P.O. Box 8048 | Madison, WI 53708-8048

Invoice

Invoice Number: 6934305  
Invoice Date: 4/08/21  
Reference Number: 10830257  
Bid/Contract: CTL004

Page 1

Billing Customer: 120160680

Shipping Customer: 810037031

COLLEGE OF DUPAGE  
COMM COLLEGE DIST 502  
ACCTS PAY  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

JULIE TAYLOR  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

Ordered By: Julie Taylor  
Purchase Order: BO370425

Product	QTY	UOM	Description	Unit Price	Disc	Extended
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This order included both products under contract and ones from a sale catalog. We cannot honor both the discount and the sale price. We gave you the better of the two prices.

The following products are shipped:

12228540	100	EA	DVD Case 1 Capacity 7-1/2" H x 5-1/4" W x 1/2" D Hub design may vary from case to case	1.94	18.00	159.08
12216950	100	EA	CD Jewel Box 1 Capacity Black Tray 4-4/5" x 5-1/5" x 2.5"	1.59	18.00	130.38
12216980	75	EA	CD Jewel Box 2 Capacity Black Tray 4-3/5" x 5-3/5" x 1"	2.99	18.00	183.39
20504150	6	EA	Selin III Base Lbl Tape Only 1-1/8" x 1296"	31.99	18.00	157.40
13783740	4	EA	Metal Label Peeler	6.87	.00	27.48
13568670	1	EA	un-du Original Formula 4 Ounce Bottle	11.99	18.00	9.84

The following products have been canceled:

Terms: Net 30 days, Freight Prepaid and Added

Federal I.D. number: 39-1311089

Invoice Number: 6934305  
Invoice Date: 4/08/21  
Reference Number: 10830257  
Purchase Order: BO370425  
Billing Customer: 120160680

Payment due on or before 05/08/21  
Total 668.07  
Customer Service Phone: 1-800-962-4463  
Questions on Billing: 1-800-752-7614  
email: billing@demco.com

Remit payment to: PO Box 8048, Madison, WI 53708-8048  
For additional questions go to [www.demco.com](http://www.demco.com)







P.O. Box 8048 | Madison, WI 53708-8048

Invoice

Invoice Number: 6934305  
Invoice Date: 4/08/21  
Reference Number: 10830257  
Bid/Contract: CTL004

Page 2

Billing Customer: 120160680

Shipping Customer: 810037031

COLLEGE OF DUPAGE  
COMM COLLEGE DIST 502  
ACCTS PAY  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

JULIE TAYLOR  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

Ordered By: Julie Taylor  
Purchase Order: BO370425

Product	Qty	UOM	Description	Unit	Disc%	Extended
				Price		
13809150	30	EA	CD Jewel Box 4 Capacity Black Tray 4-7/10"x5-1/2"x1" Substitute for prod# 12217000 Manual Cancel	2.79	18.00	.00
Subtotal						668.07
Total						668.07



**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