

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1510337
Vendor Name: OverDrive, Inc.
Invoice Number: H-0076482
Invoice Date: 06/18/21
PO Number: P0374290
Check Number: 0282981
Check Amount: \$ 12,100.00
Check Date: 07/13/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0687889
Redaction Type: None
Document Type: AP Invoice

Document Below

Customer ID	Invoice number	Date
7465-0001	H-0076482	June 18, 2021



OverDrive, Inc.
One OverDrive Way
Cleveland, OH 44125
United States
Phone: +1 216 573 6886 Fax: +1 216 672 0087
Email: invoicing@overdrive.com
US Tax ID number: 34-1522786

6-21-21 PO # 374290

Bill to:
College of DuPage Library
425 Fawell Blvd.
Room SRC 2034
Glen Ellyn, IL 60137

Sold to:
College of DuPage Library
425 Fawell Blvd.
Room SRC 2034
Glen Ellyn, IL 60137

Payment terms:
Within 30 days

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- Note: You *do* save bank account or credit card information, and only use it by you.
- Click **Go to my payments**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check

Please make checks payable in USD to OverDrive, Inc.
Remittance address:
PO Box 72117
Cleveland, OH 44192-0002
United States

Pay by ACH or wire

If you have a non-U.S. account and want to pay through your bank account, or if you don't want to pay directly in Marketplace, you can pay by ACH or wire. To do so, please visit OverDrive's banking instructions in Marketplace.

#	Description	Cost	Tax rate	Tax amount	Total
1	Applied to Application License and Hosting	\$1,875.00 USD	0.00%	\$0.00 USD	\$1,875.00 USD
2	Applied to Content Credit	\$5,625.00 USD	0.00%	\$0.00 USD	\$5,625.00 USD
3	College Digital Library Fee applied as follows:	\$0.00 USD	0.00%	\$0.00 USD	\$0.00 USD
4	Deposit On Account For Content Purchases For the Fifteen Month Period April 2021 - June 2022	\$4,600.00 USD	0.00%	\$0.00 USD	\$4,600.00 USD

Subtotal: \$12,100.00 USD

Tax amount: \$0.00 USD

Total: **\$12,100.00 USD**

Amount due: **\$12,100.00 USD**
LLM

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 06/21/21

From: Miller, Larisa <millerl@cod.edu>
Sent: Mon Jun 21 08:53:24 CDT 2021
To: invoicing@cod.edu
CC:
Subject: PO # 374290 OverDrive Invoice # H-007482

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: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]
[attachment: Invoice-H-0076482.pdf]

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