

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084370  
Vendor Name: EBSCO Information Services  
Invoice Number: 1000160624-1  
Invoice Date: 06/30/21  
PO Number: P0000081  
Check Number: E0085692  
Check Amount: \$ 10,989.00  
Check Date: 07/21/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0690571  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Konkel, Mary <konkel@cod.edu>  
Sent: Wed Jul 14 12:28:08 CDT 2021  
To: invoicing@cod.edu  
CC: taylorj410@cod.edu  
Subject: Associates Programs Source Plus Invoice Ready for Payment  
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The attached invoice for Associates Programs Source Plus is ready for payment and Authorization for Library to Submit Invoices is attached.

Thank you,

MARY

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*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](mailto: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: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]

[attachment: Associates Programs Source Plus FY22 Invoice.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](#)

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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.  
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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

# P0000081

msk 7/14/2021

## Invoice

**EBSCO**

**Billing Inquiries :** Accounts Receivable (855) 258-6991 cwarren@ebSCO.com

**Technical Support :** 800-758-5995 support@ebSCO.com

**Billing Address**

COLLEGE OF DUPAGE  
425 Fawell Blvd  
GLEN ELLYN, IL 60137

**Service Address**

COLLEGE OF DUPAGE  
LRC  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

Invoice Number :	1000160624-1
Invoice Date :	30-Jun-2021
Invoice Amount :	10,989.00
Currency :	USD
Terms :	Due upon receipt
Account Number :	CG15813-75
Order ID :	2061193
Customer ID :	s8875834
Page Number :	1 of 1

Description	Quantity	Unit Price	Extended Price	Tax	Amount Due
Associates Programs Source Plus Product ID: 087-514-290 Period: 01-Jul-2021 - 30-Jun-2022	1	10,989.00	10,989.00		10,989.00

Pre-tax Subtotal 10,989.00

Total Sales Tax .00

Invoice Total 10,989.00

Total Amount Due in USD 10,989.00

**APPROVED**

**07/14/21 - JENNIFER MCINTOSH**

**INVOICE REVIEWED  
OKAY TO PAY  
JULIE TAYLOR 07/14/21**

**Payment Method: ACH or Wire**

Wells Fargo Bank  
420 Montgomery Street  
San Francisco, CA 94104 USA  
ABA Routing # 121000248  
Swift: WFBUS6S  
Beneficiary: EBSCO Information Services  
Account #: 2000027339684  
Remittance Advice: paymentadvice@ebSCO.com

**Checks Payable To:**

EBSCO Information Services  
Attn: Payment Processing Center  
PO Box 204661  
Dallas, TX 75320-4661

EBSCO assesses a finance charge of  
1% per month on unpaid balances.

**Federal Tax ID: 63-6014186**