

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1345390
Vendor Name: World Trade Press
Invoice Number: INV675779
Invoice Date: 07/12/21
PO Number: P0000097
Check Number: E0085737
Check Amount: \$ 1,800.00
Check Date: 07/21/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0692155
Redaction Type: None
Document Type: AP Invoice

Document Below

P0000097

Federal Tax ID (USA) #94-2737301

msk 7/19/2021

Invoice

Bill To:

College of DuPage Library
425 Fawell Blvd
Glen Ellyn, IL 60137

Account No.:	10239
Licensee:	College of DuPage Library 425 Fawell Blvd Glen Ellyn, IL 60137
Contact:	Aaron Harwig
Billing E-mail:	konkel@cod.edu

Invoice Date:	7/12/2021
Invoice No.:	INV675779
P.O. Number:	

Subscription Type:	Regular
Terms:	Net 60 Start Date
Due Date:	9/10/2021

APPROVED
07/20/21 - JENNIFER MCINTOSH

Subscription Detail
License/Billing Period

Billing Code	Product	Start Date	End Date	Amount
R-WB	AtoZ World Business (Renewal)	7/1/2021	6/30/2022	1,800.00
INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 07/20/21				
<i>Thank you for your business!</i>		Total Subscription Cost		USD 1,800.00
Your renewal has been processed. Please contact us with any questions.		Payments/Credits		USD 0.00
		Balance Due		USD 1,800.00

Please remit payment to:

World Trade Press
616 E. Eighth Street, Suite 7
Traverse City, MI 49686

To pay by credit card, complete the Credit Card Authorization Form or call 510-318-9239.*



**Credit card payments will be processed in USD. Balances in foreign currencies will be converted to USD using current exchange rates before payment is processed.*

For billing questions contact 707-774-7403 or email accounting@worldtradeexpress.com.

From: Konkel, Mary <konkel@cod.edu>
Sent: Mon Jul 19 13:06:40 CDT 2021
To: invoicing@cod.edu
CC: taylorj410@cod.edu
Subject: AtoZ World Business ready for payment

The attached invoice for AtoZ World Business is ready for payment and Authorization for Library to Submit Invoices is attached.

Thank you,

MARY

=====

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

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<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: A to Z World Business 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](#)

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
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Direct: 630.942.2219
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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