

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087354
Vendor Name: Matthew Bender & Co., Inc.
Invoice Number: 26311828
Invoice Date: 07/12/21
PO Number: B0000208
Check Number: 0283862
Check Amount: \$ 559.61
Check Date: 08/17/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0693099
Redaction Type: None
Document Type: AP Invoice

Document Below

Renewal Notice: Matthew Bender & Company, Inc.
SEE REVERSE SIDE FOR IMPORTANT INFORMATION

7-27-21 BO # 0000208

Contract # Contract Date
26311828 07-12-21

ACCOUNT # 1127936001

SHIP TO ACCOUNT 1127936001

COLLEGE OF DUPAGE
STANDING ORDERS
LIBRARY
425 FAWELL BLVD SRC 2034
GLEN ELLYN IL 60137

COLLEGE OF DUPAGE
STANDING ORDERS
LIBRARY
425 FAWELL BLVD SRC 2034
GLEN ELLYN IL 60137

Q RA

APPROVED
08/02/21 - JENNIFER MCINTOSH

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QTY	ISBN	UNIT PRICE OR MAINTENANCE	DISCOUNT	NETWORK FEE	NET PRICE	SHIPPING / HANDLING	TAX/GST	TOTAL RENEWAL CHARGE	TOTAL PREPAY CHARGE
1	9780327148708	506.00			506.00	53.61		559.61	
Service Period: 10-21 09-22 US SUP CT RPT LED2D ADVANCE SHEET SERVICE									

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 08/02/21

CHANGE MY RENEWAL BILLING METHOD

SEMI-ANNUALLY _____ MONTHLY _____

NET/30 _____ QUARTERLY _____

NET PRICE	SHIPPING / HANDLING	TAX/GST	TOTAL RENEWAL CHARGE	TOTAL PREPAY CHARGE
506.00	53.61		559.61	LLM

PAYMENT METHODS:

Check (please mail the check and this document)
Make Check Payable to: **Matthew Bender & Co. Inc.**

Credit Card - Please See Reverse

To expedite your payment and receive a 1% prepayment discount please use www.lexisnexus.com/printcdsc

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Mailing Address:
LexisNexis Matthew Bender
Attn: Renewals Unit
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www.lexisnexus.com/printcdsc

US & Canada
Phone: 1-800-833-9844
Fax: 1-800-828-8341

International
Phone: 1-518-487-3385
Fax: 1-937-865-1760

Bill to Account# : 1127936001

Ship to Account# : 1127936001

Contract# : 26311828

Cust Name : COLLEGE OF DUPAGE

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
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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

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu Jul 29 09:28:13 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 0000208 Matthew Bender Invoice # 26311828

Larisa Miller

Supervisor – Acquisitions
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[attachment: matthew bender invoice 26311828.pdf]

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