

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1202534

Vendor Name: Elsevier

Invoice Number: M506800

Invoice Date: 06/25/21

PO Number: P0000099

Check Number: 0283980

Check Amount: \$ 24,999.00

Check Date: 08/20/2021

Department ID: 15240

Reviewer Name: Julie Taylor

Voucher Number: V0692176

Redaction Type: None

Document Type: AP Invoice

Document Below

From: Taylor, Julie <taylorj410@cod.edu>
Sent: Mon Jul 19 15:00:51 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Elsevier/Bepress Invoice

Hi Invoicing,

Please process.

Thanks,
Julie

[attachment: Elsevier Invoice - FY22 M506800.pdf]

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

Renewal Invoice

Bill To College Of DuPage Library Julie Taylor 425 22nd St Fawell Blvd Glen Ellyn, IL 60137 United States	Invoice No M506800 Invoice Date 25-Jun-21 Due Date 24-Aug-21 Terms per the contract
TAX/VAT Reg. No Purchase Order No	

Digital Commons - Recurring Fee for period from Jul 1, 2021 to Jun 30, 2022 - Online Access	USD	17,601.00
Expert Gallery Suite Fee for period from Jul 1, 2021 to Jun 30, 2022 - Online Access	USD	7,398.00

Ship To College Of DuPage Library Jennifer McIntosh, Associate Dean, Library 425 22nd St Fawell Blvd Glen Ellyn, IL 60137 United States	Total USD 24,999.00 Tax USD Amount Due USD 24,999.00
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Agreement No 1-19967399633	SIS ID ECR-383051	Account Number C000053284
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Elsevier B.V., Radarweg 29, 1043 NX Amsterdam, The Netherlands HR Amsterdam 33158992 VAT Reg No. US 20-4838251

PAYMENT OPTIONS

- Important** Please make sure that you reference invoice number M506800 on your payment option to ensure timely turnaround.
- Wire Transfers To** Citibank N.A.-Account# 4075-4173, 111 Wall Street, New York, NY 10043 USA, ABA# 021000089, Swift CITIUS33
 - Check** Customers in the Americas send checks to Elsevier B.V., P.O. Box 7247-8455, Philadelphia, PA, 19170-8455, USA
 - Credit Card** Make a secure credit card payment here <https://invoice-pay.elsevier.com/> using customer (SIS ID) number and invoice number, or contact customer support

VAT INFO

Council Directive 2006/112, Article 56(k)

Renewal Invoice

Invoice No	M506800
Invoice Date	25-Jun-21
Due Date	24-Aug-21
Terms	per the contract

Digital Commons - Recurring - Subscription

	Currency	
Digital Commons - Community Colleges	USD	17,601.00
Grand Total:		17,601.00

Expert Gallery Suite - Subscription

	Currency	
Expert Gallery Suite - Community Colleges	USD	7,398.00
Grand Total:		7,398.00

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