

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1088816  
Vendor Name: Cengage Learning, Inc.  
Invoice Number: 74740609  
Invoice Date: 07/26/21  
PO Number: B0000320  
Check Number: E0085848  
Check Amount: \$ 1,738.74  
Check Date: 08/04/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0693333  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Tue Aug 03 11:08:34 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 0000320 Cengage Invoice # 74740609  
-----

**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](mailto:millerl@cod.edu)

[attachment: cengage invoice 74740609.pdf]

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

DIRECT ALL CORRESPONDENCE TO:  
 CENGAGE Learning  
**27500 Drake Rd.**  
**Farmington Hills, MI 48331**  
 PHONE: 248-699-4253, 800-877-4253  
 FAX: 248-699-8061



**BRINGING YOU RESOURCES FROM:**

Gale  
 Macmillan Library Ref USA  
 Primary Source Microform

**ORIGINAL INVOICE**

**NO. 74740609**

Date 07/26/21

Page 1 of 1

Order No. 38836521S#

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T.#/T.V.Q.: 1023272543

ACCOUNT NO. **156699**

ACCOUNT NO. **156699**

**BILL TO** LARISA MILLER  
 COLLEGE OF DUPAGE  
 LIBRARY ACQ  
 425 FAWELL BLVD  
 GLEN ELLYN IL 601376708

**SHIP TO** LARISA MILLER  
 COLLEGE OF DUPAGE  
 LIBRARY ACQ  
 425 FAWELL BLVD  
 GLEN ELLYN IL 601376708

**8-3-21 BO # 0000320**

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT	
D COTE		08/25/21	Net 30 Days	EXW		
SHIPPED	PENDING	DISCOUNT	NET AMOUNT			
INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 08/03/21 APPROVED 08/03/21 - JENNIFER MCINTOSH						
1	9781410398079	GALE LIT CRIT: SHORT STORY CRITICISM V302	441.45	29.63	310.65	
1	9781410398086	GALE LIT CRIT: SHORT STORY CRITICISM V303	441.45	29.63	310.65	
Tax Information					Currency : USD	
If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.						
PAY THIS AMOUNT					1,407.90	

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
D COTE	07/26/21	74740609	156699	08/25/21	1,407.90

RETURN THIS STUB WITH PAYMENT TO:

LLM

**MAIL CHECKS TO:** Cengage Learning Inc / Gale  
 PO BOX 936754  
 ATLANTA, GA 31193-6754

**WIRE TRANSFERS:** Wells Fargo  
 ABA 121000248  
 ACCT 4437861156  
 SWIFT WFBUS6S

**RETURN BOOKS TO:**  
 CENGAGE LEARNING  
 Distribution Center  
 10650 Toebben Drive  
 Location 04  
 Independence, KY 41051

*As of 04/01/16, Cengage accepts credit & debit cards for proforma and point of sale orders only. To set up ACH or update your existing ACH information for after invoice payments, email ACH vendor forms to clarky@cengage.com*

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE

**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.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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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

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Vendor Number: 1088816  
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Invoice Number: 74741036  
Invoice Date: 07/26/21  
PO Number: B0000320  
Check Number: E0085848  
Check Amount: \$ 1,738.74  
Check Date: 08/04/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0693339  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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CC:  
Subject: BO # 0000320 Cengage Invoice # 74741036  
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[millerl@cod.edu](mailto:millerl@cod.edu)

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Date 07/26/21

Page 1 of 1

Order No. 38836731S#

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T#/T.V.Q.: 1023272543

ACCOUNT NO. **156699**

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**8-3-21 BO # 0000320**

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT		
		L MILLER	08/25/21	Net 30 Days		EXW	
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT
			Your account has an established Standing				
			Order for the product. This invoice is				
			for the latest edition/volume of this				
			product. Thank you for your Standing				
			Thank you!				
1		9781410380176	JENNIFER MCINTOSH		400.95	17.49	330.84
			JULIE TAYLOR				
			JENNIFER MCINTOSH				
			JULIE TAYLOR				
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