

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1086905
Vendor Name: Ithaka Harbors, Inc.
Invoice Number: SO130256
Invoice Date: 07/26/21
PO Number: P0000153
Check Number: E0085855
Check Amount: \$ 8,835.00
Check Date: 08/04/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0692844
Redaction Type: None
Document Type: AP Invoice

Document Below

INVOICE

Invoice Number	SO130256
Invoice Date:	7/26/2021

Page: 1

P0000153

msk 7/27/21

Sold
To:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
United States
Attn: Mary Komfel

Ship
To:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
United States
Attn: Mary Komfel

APPROVED

07/28/21 - JENNIFER MCINTOSH

Due Date: 9/24/2021	P.O. Number:	Customer ID: NCP1610
Terms: Net 60	P.O. Date: 7/26/2021	Solicitor:

Federal ID No. 13-3857105

VAT Reg. No.

Item No.	Description	Quantity	Unit Price	Discount %	Total Price
AAF-AS2	JSTOR-AAF-Arts & Sciences II - July 2021 - June 2022	1	1,000.00		1,000.00
AAF-AS3	JSTOR-AAF-Arts & Sciences III- July 2021 - June 2022	1	1,300.00		1,300.00
AAF-AS4	JSTOR-AAF-Arts & Sciences IV - July 2021 - June 2022	1	1,200.00		1,200.00
AAF-AS5	JSTOR-AAF-Arts & Sciences V - July 2021 - June 2022	1	1,300.00		1,300.00
AAF-AS7	JSTOR-AAF-Arts & Sciences VII- July 2021 - June 2022	1	500.00		500.00

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 07/28/21

INVOICE

Invoice Number SO130256

Invoice Date: 7/26/2021

Page: 2

Sold
To:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
United States
Attn: Mary Konkell

Ship
To:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
United States
Attn: Mary Konkell

Due Date: 9/24/2021	P.O. Number:	Customer ID: NCP1610
Terms: Net 60	P.O. Date: 7/26/2021	Solicitor:

Federal ID No. 13-3857105

VAT Reg. No.

Item No.	Description	Quantity	Unit Price	Discount %	Total Price
AAF-LS	JSTOR-AAF-Life Sciences - July 2021 - June 2022	1	1,500.00		1,500.00
AAF-AS1	JSTOR-AAF-Arts & Sciences I - July 2021 - June 2022	1	1,500.00		1,500.00
AAF-PAM	JSTOR-AAF-Pamphlets - July 2021 - June 2022	1	250.00		250.00
AAF-PLANT	JSTOR-AAF-Global Plants - July 2021 - June 2022	1	750.00		750.00

To pay by check, please remit to:

ITHAKA
General Post Office
P.O. Box 419654
Boston, MA 02241-9654

To pay by Electronic Transfer, please be sure to include your Customer ID and Invoice Number and remit to:

Beneficiary Name: Ithaka Harbors, Inc.
Name: Bank of America
One Bryant Park
New York, NY 10036
Deposit ABA #: 026009593
(for ACH use # 021000322)
SWIFT Code: BOFAUS3N
Account #: 483043639929

To submit payment by credit card, please visit the following URL:
<https://about.jstor.org/content/institutional-payments>

Subtotal:	9,300.00
Invoice Disc/Commission:	0.00
Sales Tax/VAT	0.00
Total:	\$ 9,300.00

From: Konkel, Mary <konkel@cod.edu>
Sent: Tue Jul 27 18:09:43 CDT 2021
To: invoicing@cod.edu
CC: taylorj410@cod.edu
Subject: JSTOR Ready for Payment

The attached invoice for JSTOR is ready for payment and Authorization for Library to Submit Invoices is attached.

I am also attaching the credit memo which explains the reduced PO request from the attached invoice amount.

The vendor issued this fee relief credit in response to COVID.

Kevin Casey handled this in ESM in the following way:

You had included the credit as a line item, and the system will not allow me to generate POs or Blanket Orders with a negative line item (the credit), so we had to delete the credit line item and subtract the amount off a separate line amount, which we did for Line 1 in your transaction.

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

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: 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: JSTOR ITHAKA FY22 Credit Memo.pdf]

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

[attachment: JSTOR ITHAKA FY22 Invoice.pdf]

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicutt, 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

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086905

Vendor Name: Ithaca Harbors, Inc.

Invoice Number: CR036474

Invoice Date: 03/31/21

PO Number: P0000153

Check Number: E0085855

Check Amount: \$ 8,835.00

Check Date: 08/04/2021

Department ID: 15240

Reviewer Name:

Voucher Number: V0693187

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

101 Greenwich Street, 18th Floor
New York, NY 10006
Phone 888-388-3574



Email: support@ithaka.org

CREDIT MEMO

Credit Number: CR036474

Credit Date: 03/31/21

Page: 1

3 WAY MATCH

Sold

To:

College of DuPage

425 Fawell Boulevard
Glen Ellyn, IL 60137
United States
Mary Konkell

Attn. Mary Konkell

Ship

To:

Due Date: 03/31/21	P.O. Number:	Customer ID: NCP1610
Terms:	P.O. Date: 03/31/21	Solicitor:

VAT Reg. No.

Item No.	Description	Quantity	Unit Price	Total Price
	Fee Relief Credit	1	465.00	465.00

Subtotal:	465.00
Invoice Disc/Commission:	0.00
Sales Tax/VA	0.00
Total:	\$ 465.00

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