

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 844600501
Invoice Date: 07/01/21
PO Number: B0372434
Check Number: E0085871
Check Amount: \$ 2,356.17
Check Date: 08/04/2021
Department ID: 00783
Reviewer Name: None
Voucher Number: V0690097
Redaction Type: None
Document Type: AP Invoice

Document Below

Invoice

Page 1 of 4



THOMSON REUTERS

Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

COLLEGE OF DUPAGE

Invoice #: 844600501
Account #: 1000188878
Invoice date: July 1, 2021
Purchase order #:

Approved
BO # 372434

COLLEGE OF DUPAGE
GENERAL COUNSEL
JOHN KNESS
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6708

Total Due in USD
732.30

Payment Due by
July 31, 2021

Summary	Charge USD	Tax USD	Total USD
ONLINE/SOFTWARE SUBSCRIPTION CHARGES	632.30	0.00	632.30
ONLINE/SOFTWARE OUT OF PLAN CHARGES	100.00	0.00	100.00
TOTAL INVOICE AMOUNT	732.30	0.00	732.30

Billing Note

APPROVED
08/02/21 - LILIANNA KALIN

West Publishing Corporation: ABA routing #071000288 Account #4445615 DUNS 14-850-8286

Self-Service online resources

Sign up for E-delivery of invoices at <http://ebilling.thomsonreuters.com>

To manage your account sign up at MyAccount: <http://myaccount.tr.com/westlaw> For online support contact us at <http://legal.thomsonreuters.com/en/support>

1000188878 A

Include this portion with your payment - Folding and stapling may delay your payment.

COLLEGE OF DUPAGE

Invoice #: 844600501
Account #: 1000188878
Invoice date: July 1, 2021
Federal Tax ID: 41-1426973
VAT reg #: EU372021573/GB369490158

Invoice due date: July 31, 2021
Amount due in USD: 732.30

Amount enclosed: _____

Pay online:

Log on to <http://myaccount.tr.com/westlaw>
to make the payment electronically. Set up your
payment to be withdrawn electronically using direct debit or
credit card.

Please make checks payable to:

Thomson Reuters - West
Payment Center
P.O. Box 6292
Carol Stream, IL 60197-6292

0844600501 000000000000000000000000 20210701 ZCPG 000073230 0010 1000188878 0

From: Accounts Payable <acctpay@cod.edu>
Sent: Wed Jul 07 15:57:09 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Thomson Reuters - Westlaw (OGC)

From: Kalin, Lilianna <kalinl@cod.edu>
Sent: Wednesday, July 7, 2021 3:25 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Thomson Reuters - Westlaw (OGC)

Please see attached – approved invoice for OGC. Thank you.

Lilianna Kalin
General Counsel
Office of General Counsel
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630)942-3860 (office phone)
630-441-7893 (cell phone)
kalinl@cod.edu

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[attachment: 0012_001.pdf]

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 844677186
Invoice Date: 07/04/21
PO Number: B0000318
Check Number: E0085871
Check Amount: \$ 2,356.17
Check Date: 08/04/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0693331
Redaction Type: None
Document Type: AP Invoice

Document Below

Subscription Invoice

Page 1 of 4



THOMSON REUTERS®

Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

8-3-21 BO # 0000318

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 844677186
Account #: 1000348199
Invoice date: July 4, 2021

INVOICE REVIEWED

OKAY TO PAY

JULIE TAYLOR 08/03/21

COLLEGE OF DUPAGE LIBRARY
STANDING ORDERS SEC 134
CAMPUS PRO
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6708

Total Due in USD
1,623.87

Payment Due
August 3, 2021

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	1,351.47	0.00	1,351.47
SUBSCRIPTION PRODUCT CHARGES	272.40	0.00	272.40
TOTAL INVOICE AMOUNT	1,623.87	0.00	1,623.87 LLM

APPROVED

08/03/21 - JENNIFER MCINTOSH

Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

Self-Service online resources

Sign up for E-delivery of invoices at: <http://ebilling.thomsonreuters.com>
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For online support contact us at: <http://legal.thomsonreuters.com/en/support>

A

Include this portion with your payment-Folding and stapling may delay your payment

COLLEGE OF DUPAGE LIBRARY

Invoice #: 844677186
Invoice date: July 4, 2021
Account #: 1000348199
Federal Tax ID: 41-1426973
VAT reg #: EU372021573/GB369490158

Invoice due date: August 3, 2021
Amount due in USD: 1,623.87

Amount enclosed _____

Pay online:

Log on to <http://myaccount.tr.com/westlaw>
to make the payment electronically. Set up your
payment to be withdrawn electronically using
direct debit or credit card.

Please make checks payable to:

Thomson Reuters - West
Payment Center
P.O. Box 6292
Carol Stream, IL 60197-6292

0844677186 000000000000000000000000 20210704 ZCMI 000162387 0010 1000348199 1

Subscription Invoice

Page 2 of 4



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 844677186
Account #: 1000348199
Invoice date: July 4, 2021

Library Plan Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000348199 COLLEGE OF DUPAGE LIBRARY STANDING ORDERS SRC 2034 CAMPUS PRO 425 FAWELL BLVD GLEN ELLYN IL 60137-6708 Ship/Post date: July 1 July 1, 2021 - July 31, 2021 WEST COMPLETE LIBRARY SUB (Unique identifier 0000778991) BOOKS & BOUND VOLUMES	6142663017			1,351.47	0.00	1,351.47

Library Plan Charges Total USD
1,351.47

Subscription Product Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000348199 COLLEGE OF DUPAGE LIBRARY STANDING ORDERS SRC 2034 CAMPUS PRO 425 FAWELL BLVD GLEN ELLYN IL 60137-6708 Ship/Post date: June 24 Delivery # 0439559344 IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V1 CH1-20 ACT 3130 PO #55310	6142296870	1	27.24	27.24	0.00	27.24

Continued on next page

Subscription Invoice

Page 3 of 4



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 844677186
Account #: 1000348199
Invoice date: July 4, 2021

Subscription Product Charges continued

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V2 CH20 ACT 3205 TO CH44 PO #55310		1	27.24	27.24	0.00	27.24
IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V3 CH45 TO CH70 ACT 1870 PO #55310		1	27.24	27.24	0.00	27.24
IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V4 CH70 ACT 1905 TO CH214 PO #55310		1	27.24	27.24	0.00	27.24
IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V5 CH215 TO CH229 PO #55310		1	27.24	27.24	0.00	27.24
Subtotal				136.20	0.00	136.20

Ship/Post date: June 24
Delivery # 0439559891

IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V6 CH230 TO CH624 PO #55310	6142303630	1	27.24	27.24	0.00	27.24
IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V7 CH625 TO CH749 PO #55310		1	27.24	27.24	0.00	27.24
IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V8 CH750 TO END AND COURT RULES PO #55310		1	27.24	27.24	0.00	27.24

Continued on next page

Subscription Invoice

Page 4 of 4



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

**COLLEGE OF DUPAGE
LIBRARY**

Invoice #: 844677186
Account #: 1000348199
Invoice date: July 4, 2021

Subscription Product Charges continued

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V9 INDEX A-L PO #55310		1	27.24	27.24	0.00	27.24
IL COMPILED STAT STATE BAR ASSOCIATION 2020 EDITION V10 INDEX M-Z PO #55310		1	27.24	27.24	0.00	27.24
Subtotal				136.20	0.00	136.20

Subscription Product Charges Total USD
272.40

Continued on next page

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

From: Miller, Larisa <millerl@cod.edu>
Sent: Tue Aug 03 11:04:41 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 0000318 West Payment Center Invoice # 844677186

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

[attachment: west invoice 844677186.pdf]

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