

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089521
Vendor Name: West Payment Center
Invoice Number: 844840705
Invoice Date: 08/04/21
PO Number: B0000318
Check Number: E0085930
Check Amount: \$ 1,351.47
Check Date: 08/11/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0693465
Redaction Type: None
Document Type: AP Invoice

Document Below

Subscription Invoice

Page 1 of 2



THOMSON REUTERS®

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

COLLEGE OF DUPAGE
LIBRARY

Invoice #: 844840705
Account #: 1000348199
Invoice date: August 4, 2021

8-5-21 BG # 0000310

APPROVED

08/05/21 - JENNIFER MCINTOSH

COLLEGE OF DUPAGE LIBRARY
STANDING ORDERS SRC 2034
CAMPUS PRO
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6708

Total Due in USD
1,351.47

Payment Due
September 3, 2021

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

**INVOICE REVIEW
OKAY TO PA
JULIE TAYLOR 08**

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>
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>

A

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

COLLEGE OF DUPAGE LIBRARY

Invoice #: 844840705
Invoice date: August 4, 2021
Account #: 1000348199
Federal Tax ID: 41-1426973
VAT reg #: EU372021573/GB369490158

Invoice due date: September 3, 2021
Amount due in USD: 1,351.47

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payment to be withdrawn electronically using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

0844840705 000000000000000000000000 20210804 ZCMI 000135147 0010 1000348199 1

Subscription Invoice

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

**COLLEGE OF DUPAGE
LIBRARY**

Invoice #: 844840705
Account #: 1000348199
Invoice date: August 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: August 1 August 1, 2021 - August 31, 2021 WEST COMPLETE LIBRARY SUB (Unique identifier 0000778991) BOOKS & BOUND VOLUMES	6143224070			1,351.47	0.00	1,351.47

Library Plan Charges Total USD
1,351.47

Continued on next page

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

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu Aug 05 08:15:34 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 0000318 West Invoice # 844840705

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 844840705.pdf]

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