

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1463445

Vendor Name: LYRASIS

Invoice Number: 0003197-IN

Invoice Date: 08/16/21

PO Number:

Check Number: E0086064

Check Amount: \$ 9,201.48

Check Date: 08/25/2021

Department ID: 15240

Reviewer Name:

Voucher Number: V0694061

Redaction Type: Other

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

Document Below

From: Taylor, Julie
To: McIntosh, Jennifer
Subject: Archives Space - FW: Voucher Confirmation: V0694061
Date: Monday, August 16, 2021 11:29:21 AM
Attachments: Archives Space 0003197-IN.PDF

Can you sign the voucher and the invoice, pretty please?

Thanks,
Julie

AP VERIFIED
08/23/21 - BETHANY CRUSE

-----Original Message-----

From: acctpay@cod.edu <acctpay@cod.edu>
Sent: Monday, August 16, 2021 11:28 AM
To: Taylor, Julie <taylorj410@cod.edu>
Subject: Voucher Confirmation: V0694061

Voucher Number V0694061
Voucher Status In Progress (Unfinished)

Requestor Name Julie B. Taylor

Voucher Date 08/16/21
Due Date 08/16/21
Vendor ID and/or Name 1463445 LYRASIS
AP Type IM Invoices <\$15,000
Voucher Total \$300.00

ITEM 1

Item Description ArchivesSpace Annual Membership Dues
Quantity 1.000
Price \$300.0000
Extended Price \$300.00
GL Distribution 01-20-15240-5406002
Tax Info

COMMENTS

APPROVAL  DATE 08/19/2021

NEXT APPROVALS



ArchivesSpace

1438 WEST PEACHTREE ST. NW/ Suite 150 / ATLANTA, GA 30309-

PHONE 404.892.0943 / TOLL FREE 800.999.8558 / FAX 404.892.7879

INVOICE

NUMBER

0003197-IN

INVOICE DATE: 5/18/2021

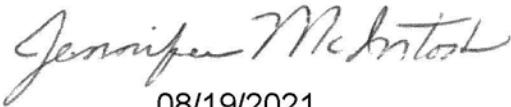
CUSTOMER NUMBER: 20-1000879

PAYMENT TERMS: Net 30

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137-6599

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ArchivesSpace Home
c/o LYRASIS
1438 West Peachtree St. NW
Suite 150
Atlanta, Georgia 30309-2955

Quantity	Item Code	Description	Amount
1.000	DUES-1	ANNUAL MEMBERSHIP DUES July 1, 2021 - June 30, 2022  08/19/2021	\$300.00
Invoice Total:			\$300.00

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

From: Taylor, Julie <taylorj410@cod.edu>
Sent: Thu Aug 19 12:04:09 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Archives Space Invoice

Hi Invoicing,

Please process attached voucher and invoice.

Thanks,
Julie

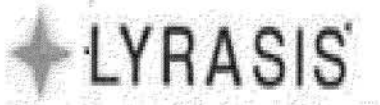
[attachment: V0694061_ArchiveSpace.pdf]

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1463445
Vendor Name: LYRASIS
Invoice Number: 0786345-IN
Invoice Date: 07/01/21
PO Number: P0000412
Check Number: E0086064
Check Amount: \$ 9,201.48
Check Date: 08/25/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0694371
Redaction Type: None
Document Type: AP Invoice

Document Below



P0000412

msk 8/19/21

INVOICE

NUMBER
0786345-IN

1438 WEST PEACHTREE ST.NW / SUITE 150 / ATLANTA, GA 30309-2955

PHONE 404.892.0943 / TOLL FREE 800.999.8558 / FAX 404.892.7879

ACCOUNT NO: 00 1000879
ACCOUNT TYPE: OPEN
PAYMENT TERMS: 30 Days

TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

APPROVED
08/19/21 - JENNIFER MCINTOSH

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LYRASIS
CL#900077
PO Box 100125
Columbia, SC 29202-3125

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FEIN: 23-1365979

DATE	PURCHASE ORDER NO.	SYMBOL	Please refer to invoice number when paying. Payment is due within 30 days.	
7/1/2021				
QUANTITY	DESCRIPTION		AMOUNT	
	Electronic Resources			
1.00	ACLS HEB VSM	ACLS HEB Very Small Institution Subscription Term: 07/01/2021 - 06/30/2022 User Level: Site	636.00	
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 08/19/21</div>				
			Sales Tax	0.00

ACH: TD Bank, N.A., Greenville, SC, ABA#053902197, LYRASIS A/C#4339288080

Wire: TD Bank, N.A., Wilmington, DE, ABA#031101266, LYRASIS A/C#4339288080, Swift: NRTHUS33XXX

From: Konkel, Mary <konkel@cod.edu>
Sent: Thu Aug 19 07:08:42 CDT 2021
To: invoicing@cod.edu
CC: taylorj410@cod.edu
Subject: Lyrasis NYT Online and ACLS Humanities Ready for Payment

The attached invoices for Lyrasis Databases are ready for payment and Authorization for Library to Submit Invoices is attached.

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

[attachment: Lyrasis NYT Online ACLS Humanities Ebooks FY2 Invoices.pdf]

From: [Brady, Scott](#)
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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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Check Amount: \$ 9,201.48
Check Date: 08/25/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0694375
Redaction Type: None
Document Type: AP Invoice

Document Below

P0000412



msk 8/19/21

INVOICE

NUMBER

0786056-IN

1438 WEST PEACHTREE ST.NW / SUITE 150 / ATLANTA, GA 30309-2955

PHONE 404.892.0943 / TOLL FREE 800.999.8558 / FAX 404.892.7879

ACCOUNT NO:
ACCOUNT TYPE:
PAYMENT TERMS:

00 1000879
OPEN
30 Days

TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

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LYRASIS
CL#900677
PO Box 100125
Columbia, SC 29202-3125

APPROVED**08/19/21 - JENNIFER MCINTOSH**

FEIN: 23-1365979

DATE	PURCHASE ORDER NO.	SYMBOL	Please refer to invoice number when paying. Payment is due within 30 days.	
7/1/2021				
QUANTITY	DESCRIPTION		AMOUNT	
1.00	Electronic Resources NYT COM NYT.com Subscription Term: 07/01/2021 - 06/30/2022 User Level: Site		8,265.48	
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 08/19/21</div>				
			Sales Tax	0.00

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BALANCE DUE

8,265.48

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