

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082333

Vendor Name: ProQuest LP

Invoice Number: 70682145

Invoice Date: 07/01/21

PO Number: P0000283

Check Number: E0086083

Check Amount: \$ 3,993.44

Check Date: 08/25/2021

Department ID: 15240

Reviewer Name: Julie Taylor

Voucher Number: V0694372

Redaction Type: None

Document Type: AP Invoice

Document Below



ProQuest LLC
6216 Paysphere Circle
Chicago IL 60674
Telephone (800) 521-0600 ;(734)761-4700
FTID - 39-2053855

Invoice

Page 1 of 3

P0000283

msk 8/19/21

SHIP TO :

Denise Cote
College Of Dupage
Library Periodicals
425 Fawell Blvd
Glen Ellyn IL 60137-6708
US

APPROVED

08/19/21 - JENNIFER MCINTOSH

SHIP TO :

Jennifer McIntosh
College Of Dupage
Library Periodicals
425 Fawell Blvd
Glen Ellyn IL 60137-6708
US

Invoicing and Renewing Simplified

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SUMMARY TOTALS FOR INVOICE NUMBER: **70682145**

DATE: **01-Jul-2021**

INVOICE DUE DATE: **31-Jul-2021**

SUB-TOTAL: \$ 3,993.44

SHIPPING & HANDLING : \$ 0.00

TAX: \$ 0.00

INVOICE TOTAL: \$ 3,993.44

PAYMENTS/CREDITS: \$ 0.00

AMOUNT DUE (USD): **\$ 3,993.44**

INVOICE REVIEWED

OKAY TO PAY

JULIE TAYLOR 08/19/21



ProQuest LLC
6216 Paysphere Circle
Chicago IL 60674
Telephone (800) 521-0600 ;(734)761-4700
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Invoice

Page 2 of 3

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425 Fawell Blvd
Glen Ellyn IL 60137-6708
US

SHIP TO :

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Library Periodicals
425 Fawell Blvd
Glen Ellyn IL 60137-6708
US

INVOICE NUMBER

70682145

INVOICE DATE

01-Jul-2021

ORDER NUMBER

US10069259

PAYMENT DUE DATE

31-Jul-2021

Description	Item	Order Details	Qty.	Cust PO Item Number	Tax	List Price	Dscnt	Net Price
Music Online: Listening - SUB	ASMUSP	01-JUL-21 - 30-JUN-22	1		N	3,993.44		3,993.44

FOR CHANGES TO YOUR INVOICE: Please do not write changes (address, contact person, purchase order number, etc.) directly on your invoice. Rather, if any changes are required, please contact Customer Service at www.proquest.com/go/contactsupport. If you have any questions, please let us know.



ProQuest LLC
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Chicago IL 60674
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Invoice

Page 3 of 3

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INVOICE NUMBER

70682145

INVOICE DATE

01-Jul-2021

ORDER NUMBER

US10069259

PAYMENT DUE DATE

31-Jul-2021

OTHER WAYS TO PAY:

You may wire transfer funds directly to our depository bank account: Bank of America, Rockville, MD 20852, ABA routing no. 026009593, for the account of ProQuest LLC, account no. 446011658131. ACH payments should be directed to ABA routing no. 052001633 for the account of ProQuest LLC, account no. 446011658131. When remitting payment, please identify the invoice(s) you are paying and email details to cashoffice@proquest.com. For payment questions, please contact us at 1-734-997-4170.

Please send payment to:

Check payments:

ProQuest LLC
6216 Paysphere Circle
Chicago, IL 60674

ACH Payment Instructions:

Bank of America
ABA Routing: 052001633
Account Name: ProQuest LLC
Account: 446011658131

INTERNAL USE:

Order : *US10069259*
Ship to Acct : *165214*
Bill To Acct : *165214*
Invoice : *70682145*
Tax ID : *E999733910*

SUB-TOTAL :

\$ 3,993.44

SHIPPING & HANDLING :

\$ 0.00

TAX :

\$ 0.00

INVOICE TOTAL :

\$ 3,993.44

PAYMENTS/CREDITS:

\$ 0.00

AMOUNT DUE (USD):

\$ 3,993.44

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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: Konkel, Mary <konkel@cod.edu>
Sent: Thu Aug 19 08:48:51 CDT 2021
To: invoicing@cod.edu
CC: taylorj410@cod.edu
Subject: Music Online Invoice Ready for Payment

The attached invoice for Music Online is 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: Music Online FY22 Invoice.pdf]

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