

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084078

Vendor Name: Chicago Sun-Times

Invoice Number: 43425

Invoice Date: 08/19/21

PO Number:

Check Number: 0284732

Check Amount: \$ 364.00

Check Date: 09/14/2021

Voucher Number: V0694315

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

Document Below

-----  
From: Konkel, Mary <konkel@cod.edu>  
Sent: Thu Aug 19 11:14:01 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Chicago Sun Times Invoice ready for payment  
-----

The attached invoice for Chicago Sun Times 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](mailto: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: Chicago Sun Times FY22 Invoice and Voucher.pdf]

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

**Konkel, Mary**

---

**From:** acctpay@cod.edu  
**Sent:** Thursday, August 19, 2021 7:21 AM  
**To:** Konkel, Mary  
**Subject:** Voucher Confirmation: V0694315

----- WARNINGS -----

The invoice number has already been entered on a voucher for this vendor

----- END of WARNINGS -----

Voucher Number V0694315  
Voucher Status In Progress (Unfinished)

Requestor Name Ms Mary S. Konkel

Voucher Date 08/19/21  
Due Date 08/26/21  
Vendor ID and/or Name 1084078 Chicago Sun-Times  
AP Type IM Invoices < \$15,000  
Voucher Total \$364.00

**AP VERIFIED**  
**08/19/21 - MARIA ZERRUDO**

ITEM 1

Item Description Chicago Sun-Times FY22 Annual Renewal  
Quantity 1.000  
Price \$364.0000  
Extended Price \$364.00  
GL Distribution 01-20-15240-5406001  
Tax Info

COMMENTS

This is for the Library's annual print subscription to the Chicago Sun-Times

*NOTE: Please include account no: 43425 on check to ensure credit to correct account as others on campus may subscribe.*

APPROVAL

DATE

NEXT APPROVALS

*Jennifer McIntosh*  
08/19/2021

# CHICAGO SUN-TIMES

30 N Racine Ave, Suite 300 Chicago, IL 60607-2184

## Account Summary

**Account Number:** 43425  
**Expiration Date:** 08/07/2021  
**Delivery Schedule:** 7Day  
**Product:** CHICAGO SUN-TIMES

## Subscription Options

|          |          |
|----------|----------|
| 8 weeks  | \$56.00  |
| 12 weeks | \$84.00  |
| 26 weeks | \$182.00 |
| 52 weeks | \$364.00 |

For information or questions about your renewal, please call our Customer Service Department at 1-888-848-4637

Monday-Friday 7:00am-3:00pm  
Saturday 7:00am-12:00pm • Sunday 8:00am-12:00pm

*Jennifer McIntosh*  
8/19/2021

## Important Messages



## Sun-Times E-Paper

Digital Content

### Read the Sun-Times on your Device

Be sure to take advantage of the digital version of the Chicago Sun-Times already included in your subscription at no additional charge.

Readily access Sun-Times content on your laptop, tablet or mobile device.

Go to [suntimes.com/epaper](http://suntimes.com/epaper) to access today!



## AutoRenew

PAYMENT PROGRAM

GO GREEN AND PAY THE EASY WAY!

Enroll in the AutoRenew Payment Program today — the convenient way to automatically pay for your subscription! No bills, no hassle, no interruption in service. We will then automatically bill your Visa, Discover, MasterCard or American Express credit card for the selected term.

Call Customer Service toll-free at 888-848-4637

### 24/7 Account Management [suntimes.com/service](http://suntimes.com/service)

Vacation hold and restart delivery • Check account balances  
Report delivery problems • Submit Address Change

\*\*Please note address changes & Vacation holds require 2-day notice.\*\*

**AP VERIFIED**  
**08/19/21 - MARIA ZERRUDO**

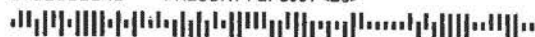
Please do not enclose correspondence with your payment.  
Please address correspondence to: [customerservice@suntimes.com](mailto:customerservice@suntimes.com) or to: 30 N. Racine Ave, Ste 300, Chicago, IL 60607.  
Please detach and return the below portion with your payment.

# CHICAGO SUN-TIMES

30 N Racine Ave, Suite 300  
Chicago, IL 60607-2184

Address Service Requested

1706000846 PRESORT PBPS001 <B3>



LIBRARY PERIODICALS  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

## Invoice

Account Number: 43425

Notice Due: Due Upon Receipt

Thank you for subscribing to Chicago Sun Times!

## Submitting Your Payment

Please complete the back, detach and return with your payment. Remember to write your account number on your check. Do not send cash. Please make sure the remit address shows through the window on the return envelope.



## How to Reach Customer Service

- By phone: 1-888-848-4637 • Monday-Friday 6:30am-3:00pm • Saturday 6:30am-12:00pm • Sunday 8:00am-12:00pm
- Online: [suntimes.com/service](http://suntimes.com/service)
- For e-mail inquiries: [customerservice@suntimes.com](mailto:customerservice@suntimes.com)

## HOW TO READ YOUR RENEWAL

- Account Summary** - Information pertaining to your invoice.
- Account Number** - Your account number. It will be helpful to have this number when calling customer service.
- Renewal Options** - Shows services and payment options.
- Important Messages** - Watch this area for important messages regarding products and services.
- Notice Due** - Information indicating when and what amount is due for payment.

### CHICAGO SUN-TIMES

30 N Racine Ave Suite 300, Chicago, IL 60607

#### 4 Important Messages

### Sun-Times E-Paper

Digital Content

Read the Sun-Times on your Device

Be sure to take advantage of the digital version of the Chicago Sun-Times already included in your subscription at no additional charge. Readily access Sun-Times content on your laptop, tablet or mobile device. Go to [suntimes.com/epaper](http://suntimes.com/epaper) to access today!

#### 1 Account Summary

Account Number: 123456

Expiration Date: 11/04/2019

Delivery Schedule: 7 Days

Product: Chicago Sun-Times

#### 2 Renewal Options

26 Weeks \$XX.XX

52 Weeks \$XX.XX

#### AutoRenew PAYMENT PROGRAM

ON GREEN AND PAY THE EASY WAY!

Enroll in the AutoRenew Payment Program today — the convenient way to automatically pay for your subscription! No bills, no hassle, no interruption in service. We will then automatically bill your Visa, Discover, MasterCard or American Express credit card for the selected term.

Call Customer Service for more at 888-848-4637

For information or questions about your renewal, please call our Customer Service Department at 1-888-848-4637

Monday-Friday 6:30am-3:00pm  
Saturday 6:30am-12:00pm • Sunday 8:00am-12:00pm

Please do not enclose correspondence with your payment. Please address correspondence to: [customerservice@suntimes.com](mailto:customerservice@suntimes.com) or to 30 N. Racine Ave, Ste 300, Chicago, IL 60607

Page 1 of 2

### CHICAGO SUN-TIMES

30 N Racine Ave Suite 300  
Chicago, IL 60607

ADDRESS SERVICE REQUESTED

434000003 <934>

BILL SAMPLE  
123 MAIN STREET  
ANYTOWN, USA 12345-6789

#### 5 Notice Due

Account Number: 126456

Due Upon Receipt

Thank you for subscribing to Chicago Sun Times!

#### Submitting Your Payment

Please complete the back, detach and return with your payment. Remember to write your account number on your check. Do not send cash. Please make sure the remit address shows through the window on the return envelope.

*Jennifer McIntosh*  
08/19/2021

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## CHICAGO SUN-TIMES

30 N Racine Ave, Suite 300  
Chicago, IL 60607-2184

Method of Payment: ☐ One time payment for selected term

☐ VISA ☐ MC ☐ DISCOVER ☐ Check/Money order

Credit Card Number:

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Exp. Date: (mm/yy)

□ □ □ □

☐ Check this box to sign up for AutoRenew today!

☒ **autorenew**

Charge my credit/debit this period and automatically in the future.

Signature: \_\_\_\_\_

## Invoice

Account Number: 43425

Total Enclosed: \$ 364.00

LIBRARY PERIODICALS  
COLLEGE OF DUPAGE  
425 FAWELL BLVD

☐ 8 weeks \$56.00 ☐ 12 weeks \$84.00

☐ 26 weeks \$182.00 ☒ 52 weeks \$364.00

Make checks payable to Chicago Sun-Times

CHICAGO SUN-TIMES  
8526 SOLUTIONS CENTER  
CHICAGO, IL 60677-8022



010S100000000043425000000036400014002013

**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](#)

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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](mailto:bradys310@cod.edu)



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**From:** McIntosh, Jennifer <[mcintoshj144@cod.edu](mailto:mcintoshj144@cod.edu)>  
**Sent:** Thursday, January 7, 2021 10:41 AM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto: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