

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1089112

Vendor Name: USA Today

Invoice Number: UT4182310

Invoice Date: 08/24/21

PO Number:

Check Number: 0284889

Check Amount: \$ 370.44

Check Date: 09/14/2021

Voucher Number: V0694583

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

Document Below

Konkel, Mary

From:
Sent:
To:
Subject:

acctpay@ced.edu
Tuesday, August 24, 2021 1:46 PM
Konkel, Mary
Voucher Confirmation V0694583

AP VERIFIED
08/24/21 - ISABEL BARRIOS

Voucher Number V0694583
Voucher Status In Progress (Unfinished)

Requestor Name Ms Mary S. Konkel


Voucher Date 08/24/21
Due Date 08/31/21
Vendor ID and/or Name 1089112 USA Today
AP Type IM Invoices < \$15,000
Voucher Total \$370.44

ITEM 1
Item Description USA Today FY22 Print Subscription
Quantity 1.000
Price \$370.4400
Extended Price \$370.44
GL Distribution 01-20-15240-5406001
Tax Info

COMMENTS

This is the annual renewal of the Library's print subscription to the newspaper USA Today

APPROVAL **DATE** 08/24/2021



NEXT APPROVALS



Subscription Processing Center, P.O. Box 5830, Augusta, GA 30916-9902

Account number: **UT4182310**

Amount Due: 370.44

Payment Deadline: 08/30/2021

MB 02 018509 84713 B 103 A

MARY KONKEL
okdrop door src2
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6708



SUBSCRIPTION STATEMENT

08/09/21-08/31/22 Service
Amount Due

370.44
370.44



**Manage your account
anytime, anywhere.**

With our self-service options, you can report
a missed delivery, place a vacation hold,
update your account information or even pay
your bill at account.usatoday.com.



Take it EZ.

Make secure automatic
monthly payments with EZ Pay.

Set up EZ Pay today: 1-800-872-0001

Please detach and return with your check or credit card information. Make checks payable to **USA Today**. Do not send cash. Notify our customer service department of any changes or corrections at 1-800-872-0001.

MARY KONKEL
okdrop door src2
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6708

Account number:	UT4182310
Amount Due:	370.44
Total amount enclosed:	

Method of payment:

☐ **Check** (For this payment only)

☒ **For credit card payment, please contact customer
service at 1-800-872-0001**

Jennifer McIntosh
08/24/2021

USA Today
PO BOX 677454
DALLAS, TX 75267-7454



Make checks payable to **USA Today #8872**

887203418231000037044113636363603291

Subscriber Account Information

Subscriber Account Information

Manage Account

Enjoy 24-hour access to your account seven days a week by managing your subscription online at account.usatoday.com. Via this easy-to-use website, you can:

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Customer Service

Contact us:

Online (Live chat available): usatoday.com/subscription

Phone: 1-800-872-0001

Email: feedback@usatoday.com

Operating hours are:

Monday-Friday: 8:00 a.m.-7:00 p.m.

Saturday: 7:00 a.m.-11:00 a.m.

Sunday & Holidays: 7:00 a.m.-11:00 a.m.

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From: Konkel, Mary <konkel@cod.edu>
Sent: Tue Aug 24 09:41:31 CDT 2021
To: invoicing@cod.edu
CC: taylorj410@cod.edu
Subject: USA Today Invoice Ready for Payment

The attached invoice for USA Today is ready for payment and Authorization for Library to Submit Invoices is attached.

Thank you,

MARY

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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: USA Today FY22 Invoice and Voucher.pdf]

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