

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

Vendor Name: Cengage Learning, Inc.,D/B/A Gale

Invoice Number: 75888000

Invoice Date: 9/27/2021

PO Number: B0000320

Check Number: E0086631

Check Amount: \$ 183.35

Check Date: 10/20/2021

Voucher Number: V0710869

Document Type: AP Invoice

Document Below

DIRECT ALL CORRESPONDENCE TO:
 CENGAGE Learning
27500 Drake Rd.
Farmington Hills, MI 48331
 PHONE: 248-699-4253, 800-877-4253
 FAX: 248-699-8061



BRINGING YOU RESOURCES FROM:

Gale
 Macmillan Library Ref USA
 Primary Source Microform

ORIGINAL INVOICE

NO. 75888000

Date 09/27/21

Page 1 of 1

Order No. 40000471S#

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T#/T.V.Q.: 1023272543

ACCOUNT NO. **156699**

ACCOUNT NO. **156699**

BILL TO LARISA MILLER
 COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

SHIP TO LARISA MILLER
 COLLEGE OF DUPAGE
 LIBRARY ACQ
 425 FAWELL BLVD
 GLEN ELLYN IL 601376708

10/5/21 BO # 0000320

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT			
		library	10/27/21	Net 30 Days	UPS GRD &	EXW		
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT	
1		9780028674223	Your account has an established Standing Order for the product. This invoice is for the latest edition/volume of this product. Thank you for your Standing Order! DRAMA FOR STUDENTS V38		193.00	5.00	183.35	
1	Total Qty					SUBTOTAL		183.35
<div><div><div>Tax Information</div><div>Currency : USD</div><div>If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.</div></div><div>PAY THIS AMOUNT</div></div>								183.35

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
library	09/27/21	75888000	156699	10/27/21	183.35

RETURN THIS STUB WITH PAYMENT TO:

MAIL CHECKS TO: Cengage Learning Inc / Gale
 PO BOX 936754
 ATLANTA, GA 31193-6754

WIRE TRANSFERS: Wells Fargo
 ABA 121000248
 ACCT 4437861156
 SWIFT WFBIUS6S

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toebben Drive
 Location 04
 Independence, KY 41051

*As of 04/01/16, Cengage accepts credit & debit cards for proforma and point
 of sale orders only. To set up ACH or update your existing ACH information
 for after invoice payments, email ACH vendor forms to clarky@cengage.com*

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE

LLM

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
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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