

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089540
Vendor Name: Sage Publications, Inc.
Invoice Number: 463304KR
Invoice Date: 10/20/2021
PO Number: P0001081
Check Number: E0086773
Check Amount: \$ 1,228.00
Check Date: 10/27/2021
Voucher Number: V0712733
Document Type: AP Invoice

Document Below

SAGE Publications, Inc.
2455 Teller Road
Thousand Oaks, CA 91320
USA

Telephone: 1-800-818-7243 or 1-805-499-0721
Fax: 1-805-498-9456
E-Mail: info@sagepub.com
Website: www.sagepub.com



Page Number: 1

Invoice

P0001081
msk 10/20/2021

Bill to:

0000126928
COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

Customer:

0000126928
COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

Invoice Date	Invoice Number	Customer Reference	Account Number	Due Date
20-OCT-21	463304KR	RENEWAL 2021	0000126928	19-DEC-21

Description	Customer Reference	Qty Ord / Supp	Unit Price	Discount %	Line Total
D003-AFL CQ Researcher Online (D003-AFL) 01-OCT-21 to 30-SEP-22	RENEWAL 2021	1/1	1,228.00	0.00	1,228.00

Subtotal	1,228.00 US\$
Shipping & Handling	0.00 US\$
Sales Tax	0.00 US\$
Payments	0.00 US\$
Total	1,228.00 US\$

On any payment remittance, please include your company name, SAGE account number, invoice numbers and PO numbers you are paying along with your Federal Tax ID number if applicable. **Please note: SAGE prefers electronic payment.**

If making payment by ACH or wire transfer, please email (accounts.receivable@sagepub.com) a notice of ACH or wire transfer and the amount so that payment is recorded accurately.

Please provide the relevant documentation to support any tax deductions required by law.

Send check payments to:

SAGE Publications, Inc.
P.O. Box 730082
Dallas, TX 75373-0082

Send electronic payments to:

Bank Name: Chase Bank
Account Name: SAGE Publications, Inc.
Account Number: 705569272
Routing Number: ACH=322271627, CA
Routing Number: Wires=021000021
SWIFT Number: CHASUS33
Federal ID# 95-2454902
Canadian GST# 12978 6448 RT 0001
QST# NR00004928

Bank Address

383 Madison Avenue
New York, NY 10179

Payment & Account Queries:

Accounts.receivable@sagepub.com
Telephone: 1-800-818-7243

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

"Konkel, Mary" <konkel@cod.edu>

CQ Researcher Ready for Payment

"Konkel, Mary" <konkel@cod.edu>

Wed, Oct 20, 2021 at 01:19 PM GMT

CC:

BCC:

The attached invoice for CQ Researcher FY 22 Renewal 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.

1 attachment

CQ Researcher FY 22 Invoice and Authorization.pdf