

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087354
Vendor Name: Matthew Bender & Co., Inc.
Invoice Number: 32368976
Invoice Date: 8/16/2022
PO Number: B0000986
Check Number: 0302383
Check Amount: \$ 648.61
Check Date: 09/13/2022
Voucher Number: V0751517
Document Type: AP Invoice

Document Below

8/16/22 BO # 0000986

PAGE 1 OF 1

Billing and Invoice Notice: Matthew Bender & Company, Inc.*

Invoice #	Invoice Date	P.O. #	Order Date	Acct. Mgr.	Payment Terms	Ship Method
32368976	8-10-22		07-18-22	R69	30 Days	UPS Ground

BILL TO ACCOUNT 1127936001

SHIP TO ACCOUNT 1127936001

COLLEGE OF DUPAGE
STANDING ORDERS
LIBRARY
425 FAWELL BLVD SRC 2034
GLEN ELLYN IL 60137

COLLEGE OF DUPAGE
STANDING ORDERS
LIBRARY
425 FAWELL BLVD SRC 2034
GLEN ELLYN IL 60137

IRR

Thank you for renewing the subscriptions noted. This invoice is a service billing only. All material shipped with in the service period noted will be forwarded at no additional charge. Please retain this document for your records. If you have any questions, please contact our Customer Services Department at (800)833-9844. We are available Monday through Friday from 8AM-3PM (ET).

Qty	ISBN	Price	#of Addl Users	User Fees	Discount Amount	Net Amount	S&H	Tax	Extended Price
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Authorized By: Larisa Miller

This invoice is the requested billing of your Renewal Notice: 3229137X

1	9780327148708	595.00				595.00	53.61		648.61
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Service Period: 10-22 09-23 US SDP CT RPT LED2D ADVANCE SHEET SERVICE

TOTAL		595.00				595.00	53.61		648.61
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CALL YOUR ACCT MGR, COLLEEN WILSON, AT 1-937-247-8171 FOR INFO ABOUT OUR PUBLICATIONS

Some prices reflected in this Order are contingent on you maintaining all of your existing subscriptions and accounts with LN and its affiliates; if any such existing business is cancelled by you, LN may modify such prices to reduce or eliminate any related discounts.

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Bill to Account Name:
COLLEGE OF DUPAGE

MAKE CHECK PAYABLE TO:

Matthew Bender & Co., Inc.
28544 Network Place
Chicago, IL 60673-1285

To Change Address Or If Paying By Credit
Card Please Note On Reverse

INVOICE

ACCOUNT #1127936001
INVOICE #32368976
PO#
AMOUNT DUE \$ 648.61
AMOUNT ENCLOSED _____

00MB20028544112793600102022071800323689760000000648612

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicutt, 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

"Miller, Larisa" <millerl@cod.edu>

BO # 0000986 Matthew Bender Invoice 32368976

"Miller, Larisa" <millerl@cod.edu>

Tue, Aug 16, 2022 at 02:34 PM GMT

CC:

BCC:

Larisa Miller

Supervisor - Acquisitions

College of DuPage Library

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664 (v)

630.942-4646 (f)

millerl@cod.edu

1 attachment

matthew bender invoice 32368976.pdf