

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1461107

Vendor Name: Springshare, LLC

Invoice Number: 22-R4408

Invoice Date: 8/3/2022

PO Number: P0004396

Check Number: E0091566

Check Amount: \$ 11,642.00

Check Date: 09/21/2022

Voucher Number: V0752832

Document Type: AP Invoice

Document Below

**Springshare LLC**

801 Brickell Ave, Floor 8

Miami, FL 33131-2951

Tel: 800.451.3160 Fax: 646.417.6439

Download our W9 at <https://springshare.com/w9>**Invoice #22-R4408**

| Date     | Terms  | Service Code |
|----------|--------|--------------|
| 8/3/2022 | Net 60 | JX23         |

Overdue finance charges accrue at 1.5% per month

**Bill To**

College of DuPage

Glen Ellyn, IL

Julie Taylor

taylorj410@cod.edu

**P0004396**  
**JT 9/13/22**

P.O. No.

| Qty               | Description       | License Start | License End | Amount      |
|-------------------|-------------------|---------------|-------------|-------------|
| 1                 | Springshare Suite | Aug 2022      | Jul 2023    | 11,642.00   |
| Balance Due (USD) |                   |               |             | \$11,642.00 |

**NOTE: We have a new address as of Jan 2021**

Please update vendor info for Springshare LLC and, if paying by check, mail payment to  
801 Brickell Ave, Floor 8  
Miami, FL 33131-2951

**Online payment** Invoices under USD 7,000 can be paid at <https://pay.springshare.com>**US bank wire info** Webster Bank, N.A., 145 Bank Street, Waterbury, CT 06702  
ABA #: 211170101 Beneficiary: Springshare LLC Acct #: 1918096730**International wire** First Republic Bank, 148 East 79th Street, New York, NY 10075  
Bank Routing Transit # (ABA #): 321081669 Swift code: FRBBUS6S  
Credit (Beneficiary): Springshare LLC Acct #: 9741 000 1451

Reference Invoice # on all bank transfers. Amount paid must be the amount on this invoice, net of any bank fees. Questions? (800) 451-3160 x2 or [info@springshare.com](mailto:info@springshare.com)

**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](#)

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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  
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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

**"Taylor, Julie"** <taylorj410@cod.edu>

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**Springshare invoice**

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**"Taylor, Julie"** <taylorj410@cod.edu>

Tue, Sep 13, 2022 at 07:08 PM GMT

CC:

BCC:

Hi Invoicing,

Attached is a Springshare invoice. Please process.

Thanks,

Julie

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**1 attachment**

Springshare P0004396.pdf