

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

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

Invoice Number: 79206035

Invoice Date: 9/16/2022

PO Number: P0004503

Check Number: E0091620

Check Amount: \$ 20,064.48

Check Date: 09/27/2022

Voucher Number: V0756060

Document Type: AP Invoice

Document Below

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

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
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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>

Cengage FY23 Database invoice ready for payment

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

Thu, Sep 22, 2022 at 08:05 PM GMT

CC:

BCC:

The attached invoice for Cengage FY23 Databases renewal is ready for payment and Authorization for Library to Submit invoices is attached.

--MARY

Mary S. Konkel

Professor

Head of Technical Services

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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

Cengage Databases FY 23 Invoice and Authroization.pdf