

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1088816

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

Invoice Number: 80866309

Invoice Date: 3/10/2023

PO Number: B0000736

Check Number: E0094181

Check Amount: \$ 2,035.72

Check Date: 03/14/2023

Voucher Number: V0778998

Document Type: AP Invoice

Document Below

DIRECT ALL CORRESPONDENCE TO:  
 CENGAGE Learning  
**27555 Executive Drive, Suite 350**  
**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. 80866309**

Date 03/10/23

Page 1 of 1

Order No. 43873773SO

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  
 LARISA MILLER  
 425 FAWELL BLVD  
 GLEN ELLYN IL 601376708

**SHIP TO** Larisa Miller  
 COLLEGE OF DUPAGE  
 LARISA MILLER  
 425 FAWELL BLVD  
 GLEN ELLYN IL 601376708

**3/13/23 BO # 0000736**

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT			
		N/A	04/09/23	Net 30 Days	UPS GRD &	EXW		
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT	
1		9781535875486	EBK: GALE ENCYCLOPEDIA OF NURSIN & ALLIED HEALTH 5 7V		3131.87	35.00	2,035.72	
1	Total Qty					SUBTOTAL		2,035.72
<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>								2,035.72

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
N/A	03/10/23	80866309	156699	04/09/23	2,035.72

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 WFBUS6S

**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

**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](#)

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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  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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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

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

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**BO # 0000736 Cengage Invoice 80866309**

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

Mon, Mar 13, 2023 at 01:23 PM UTC

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](mailto:millerl@cod.edu)

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**1 attachment**

cengage invoice 80866309.pdf