

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1765991

Vendor Name: Simon and Schuster LLC

Check Details:

Check Number: 0339912

Check Amount: \$ 20,000.00

Check Date: 6/10/2025

Invoice Details:

Invoice Number: 9781668041673

Invoice Date: 4/8/2025

PO Number: P0017813

Voucher Number: V0888417

Document Type: AP Invoice

Document Below



Simon & Schuster
S P E A K E R S B U R E A U

Event Payment Invoice

Contract ISBN #: 9781668041673

Edition Code: ED3

PO No. P0017813

Payment should not be sent to:
Simon & Schuster Speakers Bureau
1230 Avenue of the Americas
New York, NY 10020

To: Alejandra Ortega, Assistant Professor

Sponsor Address:
425 Fawell Blvd.
Glen Ellyn, IL 60137

Date: 04/08/2025

Amount: **\$20,000.00**

Make payment to:
"Simon & Schuster"

First Class Mail

Simon & Schuster, LLC
Subsidiary Rights
P.O. Box 70598
Chicago, IL 60673-0598

Electronic Funds Transfer:

Simon & Schuster, LLC
JPMorgan Chase
One Chase Manhattan Plaza
New York, NY 10005
A.B.A Routing No. 021 000 021
Account No. 304-287385
Swift: CHASUS33

Express Mail & Overnight:

JPMorgan Chase
Attn: Subrights 70598
131 S. Dearborn – 6th Floor
Chicago, IL 60603

Description:

Chloe Gong—\$20,000.00 Event Fee payment relating to speaking engagement for College of DuPage in Glen Ellyn, IL on March 9, 2026.

Please note this payment is due by June 9, 2025, in accordance with the Agreement.

**Please reference the Contract ISBN# when submitting payment.*

"Lopez, Diana" <lopezd3143@cod.edu>

College of DuPage PO No. P0017813 for Speakers Fee for The Great Read Series - Chloe Gong

"Lopez, Diana" <lopezd3143@cod.edu>

Tue, Jun 3, 2025 at 04:41 PM UTC

CC: Varga, Emily <emily.varga@simonandschuster.com>

BCC:

Please process. Thank you!

Diana Lopez

Administrative Assistant to Dr. Jorge Nieto

Associate VP – Academic Affairs

Lopezd3143@cod.edu

Direct: 630-942-3249

"Education is the most powerful weapon which you can use to change the world." - Nelson Mandela

From: Lopez, Diana

Sent: Monday, June 2, 2025 1:23 PM

To: Ortega, Alejandra <ortegaa406@cod.edu>

Subject: FW: College of DuPage PO No. P0017813 for Speakers Fee for The Great Read Series - Chloe Gong

Hi,

Just so you are aware, the PO has been released to the vendor.

Diana Lopez

Administrative Assistant to Dr. Jorge Nieto

Associate VP – Academic Affairs

Lopezd3143@cod.edu

Direct: 630-942-3249

"Education is the most powerful weapon which you can use to change the world." - Nelson Mandela

From: Casey, Kevin <caseyk650@cod.edu>

Sent: Monday, June 2, 2025 12:26 PM

To: emily.varga@simonandschuster.com

Cc: Lopez, Diana <lopezd3143@cod.edu>

Subject: College of DuPage PO No. P0017813 for Speakers Fee for The Great Read Series - Chloe Gong

Dear Vendor,

Attached is a College of DuPage (COD) Purchase Order for processing.

Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email.
Please work directly with them to ensure this order is processed accordingly.

SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

SUMMER HOURS: CLOSED FRIDAYS JUNE 6, 2025, THROUGH AUGUST 8, 2025.

WAREHOUSE HOURS FOR DELIVERIES: MONDAY-THURSDAY 7:00 A.M.-4:30 P.M. CST.

Shipping & Receiving Questions should be directed to the COD Warehouse at: 630-942-2550

INVOICE QUESTIONS (Procurement Services does not process payments)

Invoice Questions should be directed to the Accounts Payable department at acctpay@cod.edu or 630-942-2228

Please submit all invoices directly to our Accounts Payable Department. Invoices must be sent in **PDF format** to invoicing@cod.edu to ensure proper approval routing and expedited payments.

Submission of Invoices Instructions

- Invoices must clearly indicate Purchase Order Number on the invoice.
- Invoices must be submitted electronically in PDF format only.

- One invoice per e-mail is required.

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Thank you!

Procurement Services

Purchasing@cod.edu

2 attachments

0968_001.pdf

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