

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1086600

**Vendor Name:** Infobase Holdings, Inc.

**Check Details:**

**Check Number:** E0109527

**Check Amount:** \$ 25,633.36

**Check Date:** 9/9/2025

**Invoice Details:**

**Invoice Number:** INV469859

**Invoice Date:** 7/10/2025

**PO Number:** P0018417

**Voucher Number:** V0895302

**Document Type:** AP Invoice

---

**Document Below**



CareerEco | FirstHand | PurpleBriefcase | Vault Law  
CREDO | Films Media Group | Omnigraphics | Facts On File  
Phone: 800.322.8755  
Fax: 212.624.0255  
Email: custserv@Infobase.com

D\$\$\$% ( %d''' a g\_+##) #B\$&)

**Date** 7/10/2025  
**Invoice #** INV469859  
**Acct. No.** 101292  
**PO #**  
**Terms** Net 30  
**Due Date** 8/9/2025

## Invoice

### Bill To

COLLEGE OF DUPAGE LIBRARY  
425 FAWELL BLVD.  
GLEN ELLYN IL 60137  
United States

### Ship To

COLLEGE OF DUPAGE LIBRARY  
425 FAWELL BLVD.  
GLEN ELLYN IL 60137  
United States

Item	Description	QTY	Amount
CREDO REFERENCE: ACADEMIC CORE		1	7,090.97
TECHNICAL & TRADE EDUCATION COLLECTION		1	2,060.99
ISSUES & CONTROVERSIES ONLINE		1	2,143.61
FILMS ON DEMAND MASTER ACADEMIC COLLECTION		1	14,337.79
FILMS ON DEMAND ARCHIVAL FILMS & NEWSREELS COLLECTION		1	0.00
	1-YEAR SUBSCRIPTION STARTS 6/30/2025		

**Subtotal** 25,633.36  
**Shipping Cost (UPS Ground)** 0.00  
**Total** 25,633.36  
**Amount Due** \$25,633.36

Federal ID# 13-3720604

To ensure proper credit, please return this portion with your payment.

## Remittance Slip

Submit Payment to:

Infobase  
PO Box 809205  
Chicago, IL 60680-9201

Customer: 101292 COLLEGE OF DUPAGE LIBRARY

Invoice #: INV469859 Amount Due: 25,633.36  
Amount Paid: \_\_\_\_\_

☐ Enclosed is my check or money order  
☐ Please charge my credit card:

☐ Master Card ☐ Visa ☐ American Express

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Month \_\_\_\_\_ Year Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_  
If you prefer to pay over the phone, please call our main number (800) 322-8755, ext. 4328

**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](mailto:bradys310@cod.edu)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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

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

---

**Infobase Collections FY26 Renewal is ready for payment**

---

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

Tue, Jul 15, 2025 at 02:16 PM UTC

CC:

BCC:

The attached invoice for Infobase Collections FY26 Renewal is ready for payment and Authorization for Library to Submit invoices is attached.

Thank you,

MARY

=====

**Mary S. Konkel**

Professor

Head of Technical Services

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: [konkel@cod.edu](mailto:konkel@cod.edu)

<https://library.cod.edu>

*You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose / Dr. Seuss*

---

**1 attachment**

Infobase Collections FY26 Invoice and Authorization.pdf