

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 467597898556  
Invoice Date: 02/03/21  
PO Number: B0371525  
Check Number: 0277221  
Check Amount: \$ 469.51  
Check Date: 03/09/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0661601  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Fri Feb 12 08:14:18 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 371525 Amazon Invoice 467597898556  
-----

**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)

[attachment: amazon 467597898556.pdf]

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]



**PAYMENTS ADDRESS**  
SYNCB/AMAZON  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

2-8-21 BO # 371525

Invoice # : 467597898556 JKG  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

For Inquiries, call at :  
866-634-8381

**Trans #:** 48814712 **P.O.#/Job Name:** 371525 - OSDI  
**Sale Date:** 02/03/2021 **Store:** 0001  
**Due Date:** 04/06/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1400280222	Mentoring 100 What Every Lead	1	EA	\$91.99	\$113.44
	SALES TAX	1	EA	\$0	\$0

**Subtotal:** \$153.44

**Tax:** 0

**Total Invoice:** \$153.44 LLM

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**JULIE TAYLOR 02/12/21**

**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](#)

---

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

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 944694947688  
Invoice Date: 02/03/21  
PO Number: B0371525  
Check Number: 0277221  
Check Amount: \$ 469.51  
Check Date: 03/09/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0661602  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Fri Feb 12 06:54:02 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 371525 Amazon Invoice 944694947688  
-----

**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)

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]  
[attachment: amazon 944694947688.pdf]



**PAYMENTS ADDRESS**  
SYNCB/AMAZON  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

2-11-21 BO # 371525

Invoice # : 944694947688 PK9  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 48883796 **P.O.#/Job Name:** 371525  
**Sale Date:** 02/03/2021 **Store:** 0001  
**Due Date:** 04/11/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
B004TWOXHG	American Music for Percussion	1	EA	\$7.71	\$7.71
1635575427	Outlawed	1	EA	\$16.35	\$16.35
	SALES TAX	1	EA	\$0	\$0
1534462678	Kamala Harris: Rooted in Justi	1	EA	\$10.99	\$10.99
006284671X	Concrete Rose	1	EA	\$13.98	\$13.98
B07NTXF574	L'occhio Del Cor	1	EA	\$14.14	\$14.14
B00DYS7LY8	Viva Africando	1	EA	\$19.98	\$19.98
1984881663	The Push: A Novel	1	EA	\$16.16	\$16.16

**Subtotal:** \$99.31  
**Tax:** 0  
**Total Invoice:** \$99.31 LLM

**APPROVED**  
**02/12/21 - JENNIFER MCINTOSH**

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**JULIE TAYLOR 02/12/21**

**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](#)

---

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

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 469588359867  
Invoice Date: 02/10/21  
PO Number: B0371525  
Check Number: 0277221  
Check Amount: \$ 469.51  
Check Date: 03/09/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0661669  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Mon Feb 15 09:50:07 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 371525 Amazon Invoice # 469588359867  
-----

**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)

[attachment: amazon invoice # 469588359867.pdf]

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]

**PAYMENTS ADDRESS**

SYNCB/AMAZON  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

**2-15-21 BO # 371525**

For Inquiries, call at :  
866-634-8381

Invoice # : 469588359867 QBU  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 48934882 **P.O.#/Job Name:** 371525  
**Sale Date:** 02/10/2021 **Store:** 0001  
**Due Date:** 04/14/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
B004OZROWE	American Music for Percussion	1	EA	\$11.99	\$11.99
035838088X	Black Buck	1	EA	\$18.29	\$18.29
059331848X	Let Me Tell You What I Mean	1	EA	\$14.41	\$14.41
1594634572	My Year Abroad: A Novel	1	EA	\$18.6	\$18.6
0593157710	Star Wars: Light of the Jedi (	1	EA	\$18.17	\$18.17
B07RNF4S7V	Handel's Queens	1	EA	\$21.85	\$21.85
1616209917	Furia	1	EA	\$11.98	\$11.98
1250178606	The Four Winds: A Novel	1	EA	\$17.59	\$17.59
0593295846	Girl A: A Novel	1	EA	\$15	\$15
1119653096	The Adaptation Advantage: Let	1	EA	\$21.49	\$21.49
B07NBCL27Y	Burton's M. C. Escher's	1	EA	\$20.4	\$20.4
B07ZW9CWMX	Chopin Piano Concertos	1	EA	\$17.99	\$17.99
1526467755	Write a Questionnaire: Little	1	EA	\$9	\$9
	SALES TAX	1	EA	\$0	\$0

**Subtotal:** \$216.76  
**Tax:** 0  
**Total Invoice:** \$216.76 LLM

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**JULIE TAYLOR 02/15/21**

**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](#)

---

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