

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1471521  
Vendor Name: Bibliotheca Llc  
Invoice Number: INV-US40101  
Invoice Date: 02/10/21  
PO Number: P0372316  
Check Number: 0277560  
Check Amount: \$ 16,683.00  
Check Date: 03/19/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0662177  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Taylor, Julie <taylorj410@cod.edu>  
Sent: Thu Feb 18 15:22:09 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: Bibliotheca invoice  
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Hi Invoicing,

Please process the attached invoice for Bibliotheca, P0#372316.

Thanks,  
Julie

[attachment: Bibliotheca.pdf]

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

P0#372316, B.Brown

**Billing Address**

College of Du Page  
Attn: Accounts Payable  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
United States

**Shipping Address**

College Of Du Page  
425 Fawell Boulevard  
Glen Ellyn IL 60137  
United States

Invoice: INV-US40101

Invoice Date: 02/10/2021

Customer: C0007804-US

Payment Terms: Net 30 Days

Due Date: 02/18/2021

**APPROVED**

Customer PO:

Order #:

Base Price:

Signed Renewal

SO-US26978

**02/18/21 - JENNIFER MCINTOSH**

Line	Item	Description	Quantity	Unit Price	Amount
1	SCK328004-000-SER	Selfcheck:8422-SN: 84220837 February 28, 2021 - February 27, 2022	1	1,799.00	1,799.00
2	SCK328004-000-SER	Selfcheck:8422-SN: 84220834 February 28, 2021 - February 27, 2022	1	1,799.00	1,799.00
3	GAT313016-000-SER	RFID Detection Sys:9101BC-SN: 91101386 February 28, 2021 - February 27, 2022	1	1,499.00	1,499.00
4	GAT313016-000-SER	RFID Detection Sys:9102BC-SN: 91201388 February 28, 2021 - February 27, 2022	1	1,949.00	1,949.00
5	GAT313016-000-SER	RFID Detection Sys:9102BC-SN: 91201387 February 28, 2021 - February 27, 2022	1	1,949.00	1,949.00
6	GAT313016-000-SER	RFID Detection Sys:9103BC-SN: 91301385 February 28, 2021 - February 27, 2022	1	2,399.00	2,399.00

**INVOICE REVIEWED**

**OKAY TO PAY**

**JULIE TAYLOR 02/18/21**

**PLEASE REFERENCE THE INVOICE NUMBER ON YOUR REMITTANCE - THANK YOU**

**Remit to:**

bibliotheca LLC  
P.O. Box 744378  
Atlanta, GA 30374-4378  
1-877-207-3127  
www.bibliotheca.com

**Invoice:**

Total Incl. Tax:  
Currency:  
Customer No.:

INV-US40101  
16,683.00  
US Dollar  
C0007804-US

Line	Item	Description	Quantity	Unit Price	Amount
7	STF316004-000-SER	RFID STF WKSTN:895-SN: P12R000451 February 28, 2021 - February 27, 2022	1	199.00	199.00
8	STF316004-000-SER	RFID STF WKSTN:895-SN: P1211315 February 28, 2021 - February 27, 2022	1	199.00	199.00
9	STF316004-000-SER	RFID STF WKSTN:895-SN: P1210145 February 28, 2021 - February 27, 2022	1	199.00	199.00
10	STF316004-000-SER	RFID STF WKSTN:895-SN: P1210144 February 28, 2021 - February 27, 2022	1	199.00	199.00
11	STF316004-000-SER	RFID STF WKSTN:895-SN: P1209602 February 28, 2021 - February 27, 2022	1	199.00	199.00
12	STF316004-000-SER	RFID STF WKSTN:895-SN: P1209931 February 28, 2021 - February 27, 2022	1	199.00	199.00
13	HND303010-000-SER	RFID DLA:804-SN: 80400143 February 28, 2021 - February 27, 2022	1	999.00	999.00
14	HND303010-000-SER	RFID DLA:804-SN: 80400142 February 28, 2021 - February 27, 2022	1	999.00	999.00
15	STF316004-000-SER	RFID CONV WKSTN:815-SN: 21002399 February 28, 2021 - February 27, 2022	1	199.00	199.00
16	STF316004-000-SER	RFID STF WKSTN:895-SN: P1208516 February 28, 2021 - February 27, 2022	1	199.00	199.00

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P.O. Box 744378  
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www.bibliotheca.com

Invoice: INV-US40101  
Total Incl. Tax: 16,683.00  
Currency: US Dollar  
Customer No.: C0007804-US

Line	Item	Description	Quantity	Unit Price	Amount
17	LEG000001-RFI-SER	libraryConnect devices, 1 year subscription, 6-15 devices-SN: 90100339 February 28, 2021 - February 27, 2022	1	1,699.00	1,699.00
<b>Total (Excl tax):</b>					<b>16,683.00</b>
Tax Amount:					0.00
<b>Total (incl tax):</b>					<b>16,683.00</b>
Currency:					US Dollar

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**Remit to:**  
bibliotheca LLC  
P.O. Box 744378  
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Invoice: INV-US40101  
Total Incl. Tax: 16,683.00  
Currency: US Dollar  
Customer No.: C0007804-US

**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