

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 781985
Invoice Date: 02/23/21
PO Number: P0372515
Check Number: E0083581
Check Amount: \$ 2,530.55
Check Date: 03/03/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0662479
Redaction Type: None
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

GOBI Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

PHONE: AR: 855-876-3799 (toll-free) Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

781985

46

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
2/23/21	net 60	4/24/21				TECH SERVICES		1256-90	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1	GOBI GobiPlus Subscription from 2/4/2021 to 2/3/2022					1600.00	.0%	1600.00	1600.00
<div>PO 372515</div> <div>msk 2/23/2021</div> <div>INVOICE REVIEWED</div> <div>OKAY TO PAY</div> <div>JULIE TAYLOR 02/23/21</div> <div>APPROVED</div> <div>02/23/21 - JENNIFER MCINTOSH</div>									

1	* Service fee added, short or no discount	Original	922-00	Sub Total	1,600.00
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00
				Total US\$	1,600.00

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



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From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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

From: Konkel, Mary <konkel@cod.edu>
Sent: Tue Feb 23 09:09:05 CST 2021
To: invoicing@cod.edu
CC: taylorj410@cod.edu
Subject: Gobi FY21 Renewal Invoices Ready for Payment PO372515

The invoices for GobiPlus and Gobi Reviews FY21 renewals are ready for payment.
Also attached is Scott Brady's authorization for Library invoice submission.

Thank you,

MARY

=====

Mary S. Konkel

Professor

Head of Technical Services

OCLC Global Council Delegate for the Americas Regional Council (ARC)

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

<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman
Charles Alexandre de Calonne

[attachment: Gobi FY21 Renewal Invoices.pdf]

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 781986
Invoice Date: 02/23/21
PO Number: P0372515
Check Number: E0083581
Check Amount: \$ 2,530.55
Check Date: 03/03/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0662480
Redaction Type: None
Document Type: AP Invoice

Document Below

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NUMBER 781986

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425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
2/23/21	net 60	4/24/21				TECH SERVICES		1256-90	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1	GOBI Reviews Subscription from 2/4/2021 to 2/3/2022					570.00	.0%	570.00	570.00
<div>PO 372515</div> <div>msk 2/23/2021</div> <div>INVOICE REVIEWED</div> <div>OKAY TO PAY</div> <div>JULIE TAYLOR 02/23/21</div> <div>APPROVED</div> <div>02/23/21 - JENNIFER MCINTOSH</div>									

1	* Service fee added, short or no discount	Original	922-00	Sub Total	570.00
TOTQTY	from publisher	Freight Surcharge	.00	Total US\$	570.00
		GST/Tax	.00		

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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Direct: 630.942.2219
Email: bradys310@cod.edu



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Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
Subject: RE: Vendor Invoicing Procedures

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CC: taylorj410@cod.edu
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Voice: 630-942-2662

Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman
Charles Alexandre de Calonne

[attachment: Gobi FY21 Renewal Invoices.pdf]

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tue Feb 23 09:19:25 CST 2021
To: invoicing@cod.edu
CC:
Subject: Attached Document

[attachment: 321Z52Q_04VQSD81V001W91_page2.tif]
[attachment: 321Z52Q_04VQSD81V001W91_page3.tif]
[attachment: 321Z52Q_04VQSD81V001W91_page4.tif]

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 784700
Invoice Date: 02/25/21
PO Number: B0370381
Check Number: E0083581
Check Amount: \$ 2,530.55
Check Date: 03/03/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0662584
Redaction Type: None
Document Type: AP Invoice

Document Below

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PHONE: AR: 855-876-3799 (toll-free) Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

784700

46

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

2-25-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
2/25/21	net 30	3/27/21	E-BOOK ORDERS				1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
EBSCOhost									
1		DELPHIN,	9781628944211		DS	21.95	.0%	21.95	21.95
1U		BURMA'S PATH TO DEMOCRACY: THE MILITARY, AUNG						NON-RETURNABLE	
1	/NR	MOORE, RA	9781440864704		F	97.00	.0%	97.00	97.00
1U		GALAPAGOS: AN ENCYCLOPEDIA OF GEOGRAPHY, HISTO						NON-RETURNABLE	
1			9781000208061		DS	65.95	.0%	65.95	65.95
1U		ROHINGYA CRISIS: A MORAL, ETHNOGRAPHIC, AND						NON-RETURNABLE	
1		BARI, MUH	9781847741257		DS	5.95	.0%	5.95	5.95
1U		ROHINGYA CRISIS: A PEOPLE FACING EXTINCTION.						NON-RETURNABLE	
1			9781849352338		HM	11.99	.0%	11.99	11.99
1U		TAKING SIDES: REVOLUTIONARY SOLIDARITY AND THE						NON-RETURNABLE	
1		REIFOWITZ	9781632460929		E	16.95	.0%	16.95	16.95
1U		TRIBALIZATION OF POLITICS: HOW RUSH LIMBAUGH'S						NON-RETURNABLE	

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 02/25/21
APPROVED

02/25/21 - JENNIFER MCINTOSH

6 * Service fee added, short or no discount Original 125-88 Sub Total LLM 219.79
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ 219.79

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu Feb 25 07:42:11 CST 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 784700

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

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]
[attachment: ybp invoice 784700.pdf]

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

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College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
Subject: RE: Vendor Invoicing Procedures

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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: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 784701
Invoice Date: 02/25/21
PO Number: B0370381
Check Number: E0083581
Check Amount: \$ 2,530.55
Check Date: 03/03/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0662585
Redaction Type: None
Document Type: AP Invoice

Document Below

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below when writing or remitting.INVOICE
NUMBER

784701

46

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

2-25-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
2/25/21	net 30	3/27/21				E-BOOK ORDERS		1256-50	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
PROQUEST EBOOK CENTRAL									
1		BROWN, GA	9781603587648		S	24.95	.0%	24.95	24.95
1U		DIRT TO SOIL: ONE FAMILY'S JOURNEY INTO						NON-RETURNABLE	
1		HOLT, JOH	9780824881887		DS	30.00	.0%	30.00	30.00
1U		MYANMAR'S BUDDHIST-MUSLIM CRISIS: ROHINGYA,						NON-RETURNABLE	

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 02/25/21
APPROVED

02/25/21 - JENNIFER MCINTOSH

2 * Service fee added, short or no discount Original 125-89 Sub Total 54.95
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ LLM 54.95

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu Feb 25 07:42:26 CST 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 784701

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

[attachment: ybp invoice 784701.pdf]

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

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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To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
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Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 777279
Invoice Date: 02/19/21
PO Number: B0370381
Check Number: E0083581
Check Amount: \$ 2,530.55
Check Date: 03/03/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0662650
Redaction Type: None
Document Type: AP Invoice

Document Below

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777279

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TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

2-26-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
2/19/21	net 30	3/21/21	FIRM ORDER				1256-10		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		DERSHOWIT	9781510764903		Z	25.99	19.0%	21.05	21.05
		CANCEL CULTURE: THE LATEST ATTACK ON FREE SPEE							
1		MORAIN, D	9781982175764		JA	28.00	19.0%	22.68	22.68
		KAMALA'S WAY: AN AMERICAN LIFE.							
1		DEVADOSS,	9780262044080		QA	24.95	19.0%	20.21	20.21
		MAGE MERLIN'S UNSOLVED MATHEMATICAL MYSTERIES.							
1		TROUET, V	9781421437774		QK	27.00	19.0%	21.87	21.87
		TREE STORY: THE HISTORY OF THE WORLD WRITTEN I							
<div>INVOICE REVIEWED OKAY TO PAY JULIE FAYOR 02/26/21 02/26/21 - JENNIFER MCINTOSH</div>									

4	* Service fee added, short or no discount	Original	65-03	Sub Total	LLM	85.81
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$ 85.81

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Sent: Fri Feb 26 12:18:27 CST 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 777279

Larisa Miller

Supervisor – Acquisitions
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425 Fawell Blvd.
SRC 2034
Glen Ellyn, IL 60137
630.942.3664 (v)
630.942-4646 (f)
millerl@cod.edu

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[attachment: ybp invoice 777279.pdf]

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