

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1083154

Vendor Name: Bradford Systems Corp.

Invoice Number: 56472

Invoice Date: 02/09/21

PO Number:

Check Number: E0083643

Check Amount: \$ 315.00

Check Date: 03/09/2021

Department ID: 15240

Reviewer Name:

Voucher Number: V0664070

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Taylor, Julie <taylorj410@cod.edu>
Sent: Fri Mar 05 10:25:08 CST 2021
To: invoicing@cod.edu
CC:
Subject: Bradford voucher

Hi Invoicing,

Please process.

Thanks,
Julie

[attachment: Voucher Confirmation_ V0664070.pdf]

[attachment: Invoice 56472.pdf]

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

From: [Taylor, Julie](#)
To: [McIntosh, Jennifer](#)
Subject: FW: Voucher Confirmation: V0664070
Date: Friday, March 5, 2021 9:39:05 AM
Attachments: [Invoice 56472.pdf](#)

Hi Jennifer,

Please sign both and then I will submit to invoicing.

Thanks,
Julie

-----Original Message-----

From: acctpay@cod.edu <acctpay@cod.edu>
Sent: Friday, March 5, 2021 9:38 AM
To: Taylor, Julie <taylorj410@cod.edu>
Subject: Voucher Confirmation: V0664070

Voucher Number V0664070
Voucher Status In Progress (Unfinished)

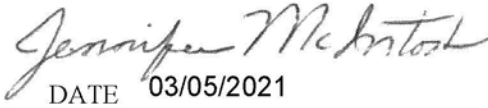
Requestor Name Julie B. Taylor

Voucher Date 03/05/21
Due Date 03/05/21
Vendor ID and/or Name 1083154 Bradford Systems Corp.
AP Type IM Invoices <\$15,000
Voucher Total \$315.00

ITEM 1
Item Description Spacesaver Mobile
Quantity 1.000
Price \$315.0000
Extended Price \$315.00
GL Distribution 01-20-15240-5304001

COMMENTS

APPROVAL


DATE 03/05/2021

NEXT APPROVALS

Bradford Systems Corporation
945 North Oaklawn Avenue
Elmhurst, IL 60126
Phone: (630) 350-3453
Fax: (630) 350-3454
<http://www.bradfordsystems.com>



Service Agreement Invoice

Invoice # 56472
Length / Months 36
Bill Cycle Annual
Bill Type Final
Agreement # 651
Invoice Date 2/9/2021
Due By 3/1/2021

Jennifer McIntosh

Bill To

03/05/2021

College of DuPage
Library
425 Fawell Boulevard
Glen Ellyn, IL 60137

End User

College of DuPage
Student Resource Center
425 Fawell Boulevard, SRC-2608
Glen Ellyn, IL 60137

STATUS	AGREEMENT TYPE	START DATE	END DATE	CUSTOMER PO
Active	One Time PM Only	3/1/2021	2/29/2024	356021

COVERED ITEMS

LINE	ITEM TYPE	PRODUCT TYPE	UNITS	UNIT PRICE	OTHER CHARGES	AGREEMENT PRICE
1		Spacesaver Mobile	1	\$315.00	\$0.00	\$315.00
		DESCRIPTION				
		Serial Number:	S129361			
		Model:	MA			
		Installation Date:				

AP VERIFIED

03/05/21 - MARIA ZERRUDO

One time preventive maintenance agreement for the period of 3.1.21 through 2.28.22

Subtotal \$315.00

Tax \$0.00

Total \$315.00

Invoice Amount \$315.00

Tax \$0.00

Subtotal \$315.00

Payments / Credits / Discounts \$0.00

Amount Due \$315.00

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



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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