

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1626803
Vendor Name: World Archives Holdings LLC
Invoice Number: 266988
Invoice Date: 02/11/21
PO Number: P0372619
Check Number: E0083685
Check Amount: \$ 1,761.00
Check Date: 03/09/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0663992
Redaction Type: None
Document Type: AP Invoice

Document Below

266988

**BILL TO ADDRESS:**

**College of DuPage
Aaron Harwig
425 Fawell Blvd.
Glen Ellyn, IL 60137**

SHIP TO ADDRESS:

College of DuPage
Aaron Harwig
425 Fawell Blvd.
Glen Ellyn, IL 60137

Please remit to World Archives at above address.

Invoice Total USD 1,761.00

Balance Due	USD 1,761.00
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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
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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: Wed Mar 03 09:17:38 CST 2021
To: invoicing@cod.edu
CC:
Subject: Daily Herald Archives Invoice PO372619 Ready for Payment

The invoice for Daily Herald Archives FY21 Renewal is 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

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Glen Ellyn, IL 60137-6599

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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: Daily Herald Archives FY21 Renewal Invoice and Authorization.pdf]