

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1183326  
Vendor Name: Barnes & Noble Booksellers Inc  
Invoice Number: 4084914  
Invoice Date: 02/22/21  
PO Number: P0372477  
Check Number: E0083729  
Check Amount: \$ 896.00  
Check Date: 03/17/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0664787  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Mon Mar 08 14:55:15 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: PO # 372477 Barnes & Noble Invoice # 4084914  
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**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: barnes & noble 4084914.pdf]

# BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

Return Service Requested

## INVOICE

3-8-21 PO # 372477

1920000360 PRESORT PBPS001 <>



COLLEGE OF DUPAGE LIBRARY  
ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6599

### REMITTANCE SECTION

Account Number: 6989818  
Invoice Number: 4084914  
Invoice Date: 02/22/21  
Due Date: 03/24/21  
Terms: Net 30 Days  
Amount Enclosed: \$



BARNES & NOBLE, INC.  
PO BOX 951610  
DALLAS, TX 75395-1610



## APPROVED

03/12/21

Please detach and return above portion with your payment

## JENNIFER MCINTOSH

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

## INVOICE

### CUSTOMER CONTACT

SUSAN WILLIAMS  
(732)-656-7265

### ACCOUNT NUMBER:

6989818  
Invoice Number: 4084914  
Invoice Date: 02/22/21  
Due Date: 03/24/21  
Store Receipt#: 02009393  
Store Number: 2361  
Purchaser: LARISSA MILLER  
Customer PO: 372477  
Terms: Net 30 Days

LINE	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	NET AMOUNT
1	9780593134047	FOUR HUNDRED SOULS: A COMMUNIT	40	32.00	-384.00	896.00
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 03/08/21</div>						

FREIGHT CHARGE: 0.00  
GROSS AMOUNT: 1,280.00  
INVOICE DISCOUNT: (384.00)  
NET AMOUNT: 896.00  
TAX AMOUNT: 0.00  
DOWN PAYMENT: 0.00  
NET AMOUNT DUE: 896.00  
LLM

**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](#)

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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**  
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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