

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 804793
Invoice Date: 03/11/21
PO Number: B0370381
Check Number: E0083799
Check Amount: \$ 3,666.86
Check Date: 03/17/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0664988
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

804793

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

3-11-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
3/11/21	net 30	4/10/21	E-BOOK ORDERS				1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
EBSCOhost /NR									
1	/NR	LALKHEN, 9781982160999			RB	84.00	.0%	84.00	84.00
1U	ANATOMY OF PAIN: HOW THE BODY AND THE MIND					NON-RETURNABLE			
1	/NR	MACKENZIE 9780306924231			RA	130.00	.0%	130.00	130.00
1U	COVID-19: THE PANDEMIC THAT NEVER SHOULD HAVE					NON-RETURNABLE			
1	/NR	9781000349313			TS	237.50	.0%	237.50	237.50
3U	DATA PROTECTION AND PRIVACY IN HEALTHCARE:					NON-RETURNABLE			
1	/NR	LOPEZ, OR 9781000222999			R	148.43	.0%	148.43	148.43
UU	ENSURING THE INTEGRITY OF ELECTRONIC HEALTH					NON-RETURNABLE			
1	/NR	9781000731606			RC	277.50	.0%	277.50	277.50
UU	VASCULAR MALFORMATIONS: ADVANCES AND					NON-RETURNABLE			
1	/NR	9781000072266			RC	225.00	.0%	225.00	225.00
UU	VENOUS ULTRASOUND; ED. BY JOSEPH A. ZYGMUNT.					NON-RETURNABLE			

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 03/11/21

03/12/21 - JENNIFER MCINTOSH

6 * Service fee added, short or no discount Original 292-44 Sub Total 1,102.43
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ LLM 1,102.43

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: Miller, Larisa <millerl@cod.edu>
Sent: Thu Mar 11 08:53:48 CST 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 804793

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 804793.pdf]

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 802730
Invoice Date: 03/10/21
PO Number: B0370381
Check Number: E0083799
Check Amount: \$ 3,666.86
Check Date: 03/17/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0664989
Redaction Type: None
Document Type: AP Invoice

Document Below

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1% Finance Charge per 30 days past duePlease refer to invoice number
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802730

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

3-11-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
3/10/21	net 30	4/09/21				E-BOOK ORDERS		1256-50	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
EBSCOhost /NR									
1	/NR	9781136849725		PQ	400.00	.0%	400.00	400.00	
1U	DANTE ENCYCLOPEDIA; ED. BY RICHARD LANSING.					NON-RETURNABLE			
1	/NR	DIEHL, ED 9781681738031		TA	167.85	.0%	167.85	167.85	
1U	ENGINEERING DYNAMICS COURSE COMPANION; PT. 1:					1	NON-RETURNABLE		
1	/NR	DIEHL, ED 9781681739335		TA	167.85	.0%	167.85	167.85	
1U	ENGINEERING DYNAMICS COURSE COMPANION; PT. 2:					2	NON-RETURNABLE		
1	/NR	9780691209746		Z	81.25	.0%	81.25	81.25	
1U	INFORMATION: A HISTORICAL COMPANION; ED. BY AN					NON-RETURNABLE			

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 03/11/21
03/12/21 - JENNIFER MCINTOSH

4 * Service fee added, short or no discount Original 275-52 Sub Total LLM 816.95
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ 816.95

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu Mar 11 08:53:28 CST 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 802730

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 802730.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,

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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>
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Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 804794
Invoice Date: 03/11/21
PO Number: B0370381
Check Number: E0083799
Check Amount: \$ 3,666.86
Check Date: 03/17/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0664990
Redaction Type: None
Document Type: AP Invoice

Document Below

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1% Finance Charge per 30 days past duePlease refer to invoice number
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NUMBER

804794

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

3-11-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER			CUSTOMER NUMBER		
3/11/21	net 30	4/10/21	E-BOOK ORDERS			1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN	VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		JSTOR /NR						
UU		/NR RICOURT, 9780813584508		F	187.50	.0%	187.50	187.50
		DOMINICAN RACIAL IMAGINARY: SURVEYING THE						

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 03/11/21
APPROVED
03/12/21 - JENNIFER MCINTOSH

1 * Service fee added, short or no discount Original 292-45 Sub Total LLM 187.50
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ 187.50

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
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Attachments: [image001.png](#)
[image002.png](#)

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From: Miller, Larisa <millerl@cod.edu>
Sent: Thu Mar 11 08:54:07 CST 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 804794

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 804794.pdf]

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 786395
Invoice Date: 02/26/21
PO Number: B0370381
Check Number: E0083799
Check Amount: \$ 3,666.86
Check Date: 03/17/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0665435
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

786395

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

3-16-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
2/26/21	net 30	3/28/21	FIRM ORDER				1256-10		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT

1		EAGLEMAN, 9780307907493		QP		28.95	19.0%	23.45	23.45
LIVEWIRED: THE INSIDE STORY OF THE EVER-CHANGI									

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 03/16/21
03/16/21 - JENNIFER MCINTOSH

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***      ***      ***      ***      ***      ***      ***      ***      ***      ***      ***      ***
***                                     Container IDs in this shipment                                     ***
***                                                                                                                                 ***
***      512018402                                                                                                                                 ***
***                                                                                                                                 ***
***      ***      ***      ***      ***      ***      ***      ***      ***      ***      ***      ***

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1	* Service fee added, short or no discount	Original	142-65		Sub Total	23.45
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	Total US\$	23.45

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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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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From: Miller, Larisa <millerl@cod.edu>
Sent: Tue Mar 16 12:54:33 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 786395

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 786395.pdf]

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 810346
Invoice Date: 03/16/21
PO Number: B0370381
Check Number: E0083799
Check Amount: \$ 3,666.86
Check Date: 03/17/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0665436
Redaction Type: None
Document Type: AP Invoice

Document Below

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1% Finance Charge per 30 days past duePlease refer to invoice number
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NUMBER

810346

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PAGE 1

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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

3-16-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER			CUSTOMER NUMBER		
3/16/21	net 30	4/15/21	E-BOOK ORDERS			1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN	VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
PROQUEST EBOOK CENTRAL								
1		SHANKS, J	9781550926101	S	24.95	.0%	24.95	24.95
1U		FARMER'S OFFICE: TOOLS, TIPS AND TEMPLATES TO					NON-RETURNABLE	
1	/NR		9781284180206	TH	148.43	.0%	148.43	148.43
1U		FIREFIGHTING STRATEGIES AND TACTICS; JAMES S.					NON-RETURNABLE	
1	/NR	KRUEGER,	9780190900489	HF	99.00	.0%	99.00	99.00
1U		INTERNATIONAL TRADE: WHAT EVERYONE NEEDS TO KN					NON-RETURNABLE	
1	/NR	WEST, GRE	9781284228014	TH	148.43	.0%	148.43	148.43
1U		LEGAL ASPECTS OF EMERGENCY SERVICES.					NON-RETURNABLE	
1		GARDNER,	9781529511229	TR	24.95	.0%	24.95	24.95
1U		OUR KITCHEN: CONVERSATIONS WITH WOMEN ABOUT FG					NON-RETURNABLE	
1	/NR		9781134019298	TA	195.00	.0%	195.00	195.00
1U		RISK MANAGEMENT IN ENGINEERING AND CONSTRUCTION					NON-RETURNABLE	
1	/NR	TREINISH,	9781284196344	TH	140.93	.0%	140.93	140.93
1U		WATER RESCUE: PRINCIPLES AND PRACTICE TO NFPA					NON-RETURNABLE	

APPROVED

03/16/21 - JENNIFER MCINTOSH

INVOICE REVIEWED

OKAY TO PAY

JULIE TAYLOR 03/16/21

APPROVED

03/16/21 - JENNIFER MCINTOSH

INVOICE REVIEWED

OKAY TO PAY

JULIE TAYLOR 03/16/21

7	* Service fee added, short or no discount	Original	339-05	Sub Total	LLM	781.69
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$ 781.69

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
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Attachments: [image001.png](#)
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From: Miller, Larisa <millerl@cod.edu>
Sent: Tue Mar 16 12:55:24 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 810346

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 810346.pdf]

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

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Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 810345
Invoice Date: 03/16/21
PO Number: B0370381
Check Number: E0083799
Check Amount: \$ 3,666.86
Check Date: 03/17/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0665437
Redaction Type: None
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810345

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

3-16-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
3/16/21	net 30	4/15/21	E-BOOK ORDERS				1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
EBSCOhost									
1		MARQUIS, 9780300256154		HD		39.90	.0%	39.90	39.90
1U		BETTER BUSINESS: HOW THE B CORP MOVEMENT IS						NON-RETURNABLE	
1		ABRAMS, D 9781636590646				37.50	.0%	37.50	37.50
1U		CHILDREN AND THE LAW IN A NUTSHELL.						NON-RETURNABLE	
1		HAMILTON, 9781538133699		HF		46.00	.0%	46.00	46.00
1U		COMPUTER GAME DEVELOPMENT AND ANIMATION: A						NON-RETURNABLE	
1		GUY CROSB 9780231550055		TX		19.99	.0%	19.99	19.99
1U		COOK, TASTE, LEARN: HOW THE EVOLUTION OF SCIEN						NON-RETURNABLE	
1		GRAHAM, M 9781647088392		KF		37.50	.0%	37.50	37.50
1U		FEDERAL RULES OF EVIDENCE IN A NUTSHELL.						NON-RETURNABLE	
1		9781421439358		HD		74.95	.0%	74.95	74.95
1U		FEEDING THE WORLD WELL: A FRAMEWORK FOR ETHICA						NON-RETURNABLE	
1	/NR	GOODHART, 9781982128470		HD		81.00	.0%	81.00	81.00
1U		HEAD, HAND, HEART: WHY INTELLIGENCE IS						NON-RETURNABLE	
1	/NR	RUBENSTEI 9781982132187		HD		90.00	.0%	90.00	90.00
1U		HOW TO LEAD: WISDOM FROM THE WORLD'S GREATEST						NON-RETURNABLE	
1		GRYTA, TH 9780358243571		HD		28.00	.0%	28.00	28.00
1U		LIGHTS OUT: PRIDE, DELUSION, AND THE FALL OF						NON-RETURNABLE	
1		WEISE, MI 9781119597513		HF		25.00	.0%	25.00	25.00
1U		LONG LIFE LEARNING: PREPARING FOR JOBS THAT DO						NON-RETURNABLE	
1	/NR	MARONEY, 9780698147938		HD		76.00	.0%	76.00	76.00
1U		MODERN DETECTIVE: HOW CORPORATE INTELLIGENCE						NON-RETURNABLE	
1		LEVINSON, 978059205830		HD		33.75	.0%	33.75	33.75
1U		OUTSIDE THE BOX: HOW GLOBALIZATION CHANGED PRO						NON-RETURNABLE	
1		UNGEMAH, 9780190061258		HF		47.25	.0%	47.25	47.25
1U		PUNCHING THE CLOCK: ADAPTING TO THE NEW FUTURE						NON-RETURNABLE	
1		ROSEN, EV 9780691189505		HD		35.00	.0%	35.00	35.00
1U		VOUCHER PROMISE: "SECTION 8" AND THE FATE OF A						NON-RETURNABLE	

* Service fee added, short or no discount from publisher Original

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3/16/21	net 30	4/15/21					E-BOOK ORDERS		1256-50	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1		NEWTON, D	9781440872839		HD	63.00	.0%	63.00	63.00	
1U		WASTE MANAGEMENT: A REFERENCE HANDBOOK.						NON-RETURNABLE		
1		SMITH, AN	9781789143454		HD	20.00	.0%	20.00	20.00	
1U		WHY WASTE FOOD?.						NON-RETURNABLE		

16	* Service fee added, short or no discount	Original	339-04		Sub Total	754.84
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	Total US\$	754.84

LLM

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
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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: Miller, Larisa <millerl@cod.edu>
Sent: Tue Mar 16 12:55:08 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 810345

Larisa Miller

Supervisor – Acquisitions
College of DuPage Library
425 Fawell Blvd.
SRC 2034
Glen Ellyn, IL 60137
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millerl@cod.edu

[attachment: ybp invoice 810345.pdf]

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