

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1183326
Vendor Name: Barnes & Noble Booksellers Inc
Invoice Number: 4112298
Invoice Date: 04/26/21
PO Number: P0373438
Check Number: E0085121
Check Amount: \$ 3,370.52
Check Date: 06/16/2021
Department ID: 00453
Reviewer Name: None
Voucher Number: V0686072
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wed Jun 09 12:00:40 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Attached Image

[attachment: 0825_001.pdf]

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

Return Service Requested

INVOICE

3888000575 PRESORT PBPS001 <>



COLLEGE OF DUPAGE
ACCT PAY
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

REMITTANCE SECTION

Account Number: 5853205
Invoice Number: 4112298
Invoice Date: 04/26/21
Due Date: 05/26/21
Terms: Net 30 Days
Amount Enclosed: \$



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



Please detach and return above portion with your payment

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

INVOICE

CUSTOMER CONTACT ACCOUNT NUMBER: 5853205
SUSAN WILLIAMS Invoice Number: 4112298
(722) 656-7265 Invoice Date: 04/26/21
Due Date: 05/26/21
Store Receipt#: 02000440
Store Number: 2361
Purchaser: ELENA MCNAB
Customer PO: 373438
Terms: Net 30 Days

APPROVED
06/09/21 - SONIA WATSON

LINE	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	NET AMOUNT
1	9781483308012	CULTURALLY RESPONSIVE TEACHING	20	36.95	0.00	739.00
2	9780807028346	WE WANT TO DO MORE THAN SURVIV	20	16.00	-96.00	224.00
3	9781620366059	BANDWIDTH RECOVERY: HELPING ST	20	29.95	-179.80	419.20
4	9780399592522	DARE TO LEAD: BRAVE WORK. TOUG	20	28.00	-168.00	392.00
5	9781682532072	CULTURALLY RESPONSIVE SCHOOL L	20	32.00	0.00	640.00

FREIGHT CHARGE: 0.00
GROSS AMOUNT: 2,858.00
INVOICE DISCOUNT: (443.80)
NET AMOUNT: 2,414.20
TAX AMOUNT: 0.00
DOWN PAYMENT: 0.00
NET AMOUNT DUE: 2,414.20

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1183326
Vendor Name: Barnes & Noble Booksellers Inc
Invoice Number: 4092090
Invoice Date: 03/11/21
PO Number: P0372765
Check Number: E0085121
Check Amount: \$ 3,370.52
Check Date: 06/16/2021
Department ID: 15290
Reviewer Name:
Voucher Number: V0686078
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wed Jun 09 12:00:48 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Attached Image

[attachment: 0826_001.pdf]

One Barnes & Noble Way, Monroe Twp, NJ 08831

Return Service Requested

3612000674 PRESORT PBPS002 <>



COLLEGE OF DUPAGE
ACCT PAY
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

3 WAY MATCH

Account Number:	5853205
Invoice Number:	4092090
Invoice Date:	03/11/21
Due Date:	04/10/21
Terms:	Net 30 Days
Amount Enclosed:	\$ _____



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



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One Barnes & Noble Way, Monroe Twp, NJ 08831

INVOICE

<u>CUSTOMER CONTACT</u>	<u>ACCOUNT NUMBER:</u>	5853205
SUSAN WILLIAMS	Invoice Number:	4092090
(732)-656-7265	Invoice Date:	03/11/21
	Due Date:	04/10/21
	Store Receipt#:	02009622
	Store Number:	2361
	Purchaser:	CINDY YEARMAN
	Customer PO:	372765
	Terms:	Net 30 Days

LINE	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	NET AMOUNT
1	9780323461627	STUDY GUIDE FOR MEDICAL-SURGIC	1	40.95	0.00	40.95
2	9780323084635	RENTERTAINMENT: THE NCLEX EXAMI	1	34.95	0.00	34.95

FREIGHT CHARGE:	0.00
GROSS AMOUNT:	75.90
INVOICE DISCOUNT:	0.00
NET AMOUNT:	75.90
TAX AMOUNT:	0.00
DOWN PAYMENT:	0.00
NET AMOUNT DUE:	75.90

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1183326
Vendor Name: Barnes & Noble Booksellers Inc
Invoice Number: CM4120682
Invoice Date: 06/14/21
PO Number: B0373498
Check Number: E0085121
Check Amount: \$ 3,370.52
Check Date: 06/16/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0686235
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Mon Jun 14 08:08:33 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 373498 Barnes and Noble Credit Memo # 4120682

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: barnes and noble credit memo # 4120682.pdf]

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

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

Return Service Requested

CREDIT MEMO

6-14-21 BO # 373498

4350000566 PRESORT PBPS001 <>



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

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



REMITTANCE SECTION

Account Number: 6989818
Credit Memo: 4120682
Credit Memo Date: 05/13/21

Amount Enclosed: \$

Please detach and return above portion with your payment

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

CREDIT MEMO

CUSTOMER CONTACT ACCOUNT NUMBER: 6989818
SUSAN WILLIAMS Credit Memo: 4120682
(732)-656-7265 Credit Memo Date: 05/13/21
Store Receipt #: 01002323
Store Number: 2395
Purchaser: LARISA MILLER
Customer PO: 373498

APPROVED

06/14/21 - JENNIFER MCINTOSH

LINE	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	NET AMOUNT
1	9780374282196	DOUBLE BLIND	1	-18.90	0.00	-18.90
INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 06/14/21						

FREIGHT CHARGE: 0.00
GROSS AMOUNT: (18.90)
INVOICE DISCOUNT: 0.00
NET AMOUNT: (18.90)
TAX AMOUNT: 0.00
DOWN PAYMENT: 0.00
NET AMOUNT DUE: (18.90)
LLM

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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
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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1183326
Vendor Name: Barnes & Noble Booksellers Inc
Invoice Number: 4113848
Invoice Date: 04/29/21
PO Number: B0373498
Check Number: E0085121
Check Amount: \$ 3,370.52
Check Date: 06/16/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0686236
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Mon Jun 14 08:07:55 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 373498 Barnes and Noble Invoice # 4113848

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: barnes and noble invoice # 4113848.pdf]

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

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

Return Service Requested

INVOICE

6-14-21 BO # 373498

3888000576 PRESORT PBPS001 <



COLLEGE OF DUPAGE LIBRARY
ATTN: LARISSA MILLER
425 FAWELL BLVD
GLEN ELLEN, IL 60137-0800

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



APPROVED

06/14/21 - JENNIFER MCINTOSH

Please detach and return above portion with your payment

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

CUSTOMER CONTACT ACCOUNT NUMBER: 6989818

SUSAN WILLIAMS Invoice Number: 4113848

(732)-656-7265 Invoice Date: 04/29/21

Due Date: 05/29/21

Store Number: 02000520

Purchaser: 2361

Customer PO: LARISSA MILLER

Terms: 373498

Net 30 Days

INVOICE

INVOICE REVIEWED

OKAY TO PAY

JULIE TAYLOR 06/14/21

LINE	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	NET AMOUNT
1	97805932378	WHEN THE TIGER GOES	1	28.00	-8.40	19.60
2	97812502526	BLACK TOP W/ATLANTIC	1	26.99	-7.10	18.89
3	97803164911	BLOOD GROVE EASY RAWLINS	1	27.00	-8.10	18.90
4	978038542432	HOUR OF THE WITCH	1	28.95	-8.69	20.26
5	9781536207194	THREADS OF MAGIC	1	18.99	-5.70	13.29
6	9781250077035	BROKEN (IN THE BEST POSSIBLE W	1	27.99	-8.40	19.59
7	9780593136966	OUT OF MANY, ONE: PORTRAITS OF	1	38.00	-11.40	26.60
8	9780393867916	LIVING NATIONS, LIVING WORDS:	1	15.00	-4.50	10.50
9	9780063008281	SPARKS LIKE STARS: A NOVEL	1	27.99	-8.40	19.59
10	9780385540339	THAT OLD COUNTRY MUSIC	1	23.95	-7.19	16.76
11	9780316496421	HOMELAND ELEGIES	1	28.00	-8.40	19.60
12	9780593135204	PROJECT HAIL MARY	1	28.99	-8.70	20.29
13	9781524745578	THIRD POLE: MYSTERY, OBSESSION	1	29.00	-8.70	20.30
14	9780358446286	UNDER THE WAVE AT WAIMEA	1	28.00	-8.40	19.60
15	9781982103637	WHEN SHE WAS GOOD	1	26.00	-7.80	18.20
16	9780316477536	BOOK OF KOLI	1	16.99	-5.10	11.89
17	9780393540918	REALITY AND OTHER STORIES	1	26.95	-8.09	18.86
18	9780525656975	GREAT CIRCLE	1	28.95	-8.69	20.26
19	9781534457690	THESE VIOLENT DELIGHTS	1	19.99	-6.00	13.99
20	9781536215625	ROCK FROM THE SKY	1	18.99	-5.70	13.29
21	9781335284808	LAST BOOKSHOP IN LONDON: A NOV	1	16.99	-5.10	11.89
22	9781635576917	THERE'S NO SUCH THING AS AN EA	1	18.00	-5.40	12.60
23	9780525574224	LUCKY: HOW JOE BIDEN BARELY WO	1	30.00	-9.00	21.00
24	9781328577856	STRANGER DIARIES	1	25.00	-7.50	17.50

FREIGHT CHARGE: 0.00
GROSS AMOUNT: 1,267.50
INVOICE DISCOUNT: (368.18)
NET AMOUNT: 899.32
TAX AMOUNT: 0.00
DOWN PAYMENT: 0.00
NET AMOUNT DUE: 899.32
LLM

LINE	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	NET AMOUNT
25	9781982103606	GOOD GIRL, BAD GIRL	1	27.00	-8.10	18.90
26	9780451493224	TOM STOPPARD: A LIFE	1	37.50	-11.25	26.25
27	9781094154954	REINCARNATIONIST PAPERS	1	15.99	-4.80	11.19
28	9781250772800	REMOTE CONTROL	1	19.99	-6.00	13.99
29	9780440000204	SUN DOWN MOTEL	1	16.00	-4.80	11.20
30	9781421437095	DETECTIVES IN THE SHADOWS: A H	1	27.00	-8.10	18.90
31	9780062971289	SOUVENIR MUSEUM: STORIES	1	26.99	-8.10	18.89
32	9781501160806	US AGAINST YOU	1	17.00	-5.10	11.90
33	9781982103033	WE HAD A LITTLE REAL ESTATE PR	1	27.00	-8.10	18.90
34	9780593126394	SUPERPOWERED: TRANSFORM ANXIET	1	17.99	-5.40	12.59
35	9780593112205	WE BELONG	1	16.99	-5.10	11.89
36	9781250245496	WIFE UPSTAIRS: A NOVEL	1	27.99	-8.40	19.59
37	9781643620732	IMAGINE US, THE SWARM	1	16.95	-5.09	11.86
38	9781598536768	MAN WHO LIVED UNDERGROUND: A N	1	22.95	-6.89	16.06
39	9780593085998	WHAT COMES AFTER	1	28.00	-8.40	19.60
40	9780735231535	DESOLATIONS OF DEVIL'S ACRE (M	1	22.99	-6.90	16.09
41	9781951142483	UNSETTLED GROUND	1	26.95	-8.09	18.86
42	9780385547680	SOOLEY	1	20.26	0.00	20.26
43	9781452183930	WE BECAME JAGUARS	1	18.99	-5.70	13.29
44	9781538748213	WIN	1	20.30	0.00	20.30
45	9780593133170	LANGUAGES OF TRUTH: ESSAYS 200	1	28.00	-8.40	19.60
46	9781250217288	HOUSE IN THE CERULEAN SEA	1	26.99	-8.10	18.89
47	9780385546577	WHILE JUSTICE SLEEPS	1	28.00	-8.40	19.60
48	9780062973306	WHEN WOMEN INVENTED TELEVISION	1	27.99	-8.40	19.59
49	9780765319111	DARK HARVEST	1	17.99	-5.40	12.59
50	9781419750694	XX	1	35.00	-10.50	24.50
51	9780374282196	DOUBLE BLIND	1	27.00	-8.10	18.90
52	9780316539531	SILVER ARROW	1	16.99	-5.10	11.89

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
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Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
Subject: RE: Vendor Invoicing Procedures

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