

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 536139  
Invoice Date: 03/17/21  
PO Number: B0370381  
Check Number: E0085188  
Check Amount: \$ 486.00  
Check Date: 06/16/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0685993  
Redaction Type: None  
Document Type: AP Invoice

Document Below

## RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

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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

536139

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

6-8-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
3/17/21	net 30	4/16/21					SPECIAL ORDERS		1256-05	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1		STRAUB, E	9781594634697		PS	27.00	19.0%	21.87	21.87	
		ALL ADULTS HERE.								
1		MUSTAFAH,	9781324003380		PS	26.95	19.0%	21.83	21.83	
		BEAUTY OF YOUR FACE: A NOVEL.								
1		STEAD, RE	9781101938096		PZ	16.99	19.0%	13.76	13.76	
		LIST OF THINGS THAT WILL NOT CHANGE.								
1			9780821422809		PS	34.95	19.0%	28.31	28.31	
		LYRICAL LIBERATORS: THE AMERICAN ANTISLAVERY								
1		JAMIESON,	9780525553908		PZ	12.99	19.0%	10.52	10.52	
		WHEN STARS ARE SCATTERED.								
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 06/08/21</div>										
<div>APPROVED 06/08/21 - JENNIFER MCINTOSH</div>										
***										***
***	Container IDs in this shipment									***
***										***
***	510907324									***
***										***
***	***	***	***	***	***	***	***	***	***	***

5	* Service fee added, short or no discount	Original	959-59	Sub Total	LLM	96.29
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$ 96.29

**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](mailto:bradys310@cod.edu)



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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

-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Tue Jun 08 10:21:05 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 370381 Yankee Book Peddler Invoice # 536139  
-----

**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: ybp invoice 536139.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: 538485  
Invoice Date: 04/21/21  
PO Number: B0370381  
Check Number: E0085188  
Check Amount: \$ 486.00  
Check Date: 06/16/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0685994  
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  
below when writing or remitting.INVOICE  
NUMBER

538485

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

6-8-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
4/21/21	net 30	5/20/21					SPECIAL ORDERS		1256-05	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1			ROTH, VER	9780358164081 .		PS	26.99	19.0%	21.86	21.86
	CHOSEN ONES.									
1			REICHS, K	9781982138882 .		PS	27.00	19.0%	21.87	21.87
	CONSPIRACY OF BONES.									
1			CHANG, AL	9780062951809 .		PS	26.99	19.0%	21.86	21.86
	DAYS OF DISTRACTION: A NOVEL.									
1			LOWRY, LO	9780358129400 .		CT	16.99	19.0%	13.76	13.76
	ON THE HORIZON.									
1			GOULD, EM	9781501197499 .		PS	26.00	19.0%	21.06	21.06
	PERFECT TUNES: A NOVEL.									
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 06/08/21</div>										
<div>APPROVED 06/08/21 - JENNIFER MCINTOSH</div>										
***	***	***	***	***	***	***	***	***	***	***
***	Container IDs in this shipment									***
***										***
***	000004638571									***
***										***
***	***	***	***	***	***	***	***	***	***	***

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**JULIE TAYLOR 06/08/21**

**APPROVED**  
**06/08/21 - JENNIFER MCINTOSH**

\*\*\* \*\* Container IDs in this shipment \*\*\*  
\*\*\*  
\*\*\* 000004638571 \*\*\*  
\*\*\*  
\*\*\* \*\*

5 \* Service fee added, short or no discount Original 959-60 Sub Total LLM 100.41  
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ 100.41

**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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Hello Jennifer,

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**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

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Tue Jun 08 10:21:08 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 370381 Yankee Book Peddler Invoice # 538485  
-----

**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: ybp invoice 538485.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: 911341  
Invoice Date: 06/04/21  
PO Number: B0370381  
Check Number: E0085188  
Check Amount: \$ 486.00  
Check Date: 06/16/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0686181  
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

911341

PAGE 1

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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

6-10-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
6/04/21	net 30	7/04/21					FIRM ORDER		1256-10
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		KACHKA, B	9781501159435		PN	18.00	19.0%	14.58	14.58
		BECOMING A FILM PRODUCER.							
1			9781108469364		B	29.99	19.0%	24.29	24.29
		CAMBRIDGE COMPANION TO COMMON-SENSE PHILOSOPHY							
1		FLYN, CAL	9781984878199		SF	27.00	19.0%	21.87	21.87
		ISLANDS OF ABANDONMENT: NATURE REBOUNING IN T							
1		O'KEEFE,	9781523092680		HF	19.95	19.0%	16.16	16.16
		LAUNCH YOUR CAREER: HOW COLLEGE STUDENTS CAN L							
1		MCQUISTON	9781250244499		PS	16.99	19.0%	13.76	13.76
		ONE LAST STOP.							
1		HARRIS, Z	9781982160135		PS	27.00	19.0%	21.87	21.87
		OTHER BLACK GIRL: A NOVEL.							
1		SLAGHT, J	9781250798718		QL	18.00	19.0%	14.58	14.58
		OWLS OF THE EASTERN ICE: A QUEST TO FIND AND S							
1		ELLIOTT,	9780374307417		PZ	17.99	19.0%	14.57	14.57
		PLACE INSIDE OF ME.							
1		DRAME, EL	9781433174193	SMITH	RJ	124.95	.0%	124.95	124.95
		RESISTANCE, PERSISTENCE AND RESILIENCE OF BLAC							
1		FORD, ASH	9781250305978		CT	27.99	19.0%	22.67	22.67
		SOMEBODY'S DAUGHTER: A MEMOIR							
<div>APPROVED</div> <div>06/10/21 - JENNIFER MCINTOSH</div>									
***	***	***	***	***	***	***	***	***	***
***	Container IDs in this shipment								***
***									***
***	510924013								***
***	INVOICE REVIEWED								***
***	OKAY TO PAY								***
JULIE TAYLOR 06/10/21									
10	* Service fee added,short or no discount		Original	196-46	Sub Total		289.30		
TOTQTY	from publisher		Freight Surcharge	.00	GST/Tax	.00	Total US\$	LLM	289.30

**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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**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
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From: Miller, Larisa <millerl@cod.edu>  
Sent: Thu Jun 10 08:17:24 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 370381 Yankee Book Peddler Invoice # 911341  
-----

**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: ybp invoice 911341.pdf]

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