

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 577534364476

Invoice Date: 2/16/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0729223

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

2/23/22 BO # 0000218

For Inquiries, call at :
866-634-8381

Invoice # : 577534364476 BJY
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54746065 **P.O.#/Job Name:** BO 0000218
CSDEI
Sale Date: 02/16/2022 **Store:** 0001
Due Date: 04/23/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1592323065	The Willie Lynch Letter And th	30	EA	\$4.95	\$148.50
0312302479	The Burning: Massacre, Destruc	4	EA	\$10.99	\$43.96
0307353141	Forty Million Dollar Slaves: T	5	EA	\$14.89	\$74.45
1501706926	I Am Where I Come From: Native	5	EA	\$23.95	\$119.75
0735211299	Atomic Habits: An Easy & Prove	5	EA	\$11.98	\$59.90
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$446.56

Tax:	\$0.00
Total Invoice:	\$446.56
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$446.56

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



Disclosure Statement:

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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,

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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

"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 577534364476

"Miller, Larisa" <millerl@cod.edu>

Wed, Feb 23, 2022 at 03:40 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 577534364476.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082163
Vendor Name: Amazon.com LLC
Invoice Number: 789793443576
Invoice Date: 2/20/2022
PO Number: B0000218
Check Number: 0297201
Check Amount: \$ 6,861.93
Check Date: 03/15/2022
Voucher Number: V0729225
Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 2/23/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 789793443576 CA4
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54746143 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/20/2022 **Store:** 0001
Due Date: 04/23/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0767917871	How to Win at College: Surpris	5	EA	\$15.65	\$78.25
1984877925	Will	5	EA	\$18.68	\$93.40
0525657746	Crying in H Mart: A Memoir	5	EA	\$15.95	\$79.75
1612680194	Rich Dad Poor Dad: What the Ri	5	EA	\$7.20	\$36.00
0593230574	The 1619 Project: A New Origin	5	EA	\$22.80	\$114.00
081298160X	The Power of Habit: Why We Do	10	EA	\$11.00	\$110.00
1984857940	Notable Native People: 50 Indi	5	EA	\$15.69	\$78.45
	SALES TAX	1	EA	\$0.00	\$0.00
	ALTERNATE TENDER	1	EA	(\$0.60)	(\$0.60)
1250763428	Wild Tongues Can't Be Tamed: 1	5	EA	\$15.99	\$79.95
0593465067	Call Us What We Carry: Poems	5	EA	\$14.53	\$72.65
				Subtotal:	\$741.85

Tax:	\$0.00
Total Invoice:	\$741.85
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$741.85

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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Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 789793443576

"Miller, Larisa" <millerl@cod.edu>

Wed, Feb 23, 2022 at 03:39 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 789793443576.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 978595555849

Invoice Date: 2/17/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0729226

Document Type: AP Invoice

Document Below

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SYNCB/AMAZON 2/23/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 978595555849 AG3
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54746080 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/17/2022 **Store:** 0001
Due Date: 04/23/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0802148654	Wilmington's Lie (WINNER OF TH	5	EA	\$13.80	\$69.00
0972035214	Breaking the Curse of Willie L	30	EA	\$9.95	\$298.50
0688119123	Generations	5	EA	\$13.99	\$69.95
160459201X	The Power of Your Subconscious	5	EA	\$5.49	\$27.45
1455570249	Make Your Bed: Little Things T	5	EA	\$11.94	\$59.70
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$524.60

Tax:	\$0.00
Total Invoice:	\$524.60
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$524.60

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](#)
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Wed, Feb 23, 2022 at 03:39 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 978595555849.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 667633493376

Invoice Date: 2/16/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730034

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 2/24/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 667633493376 R44
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54763907 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/16/2022 **Store:** 0001
Due Date: 04/24/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
159562015X	StrengthsFinder 2.0	4	EA	\$18.33	\$73.32
1492693537	10 Simple Secrets of the World	9	EA	\$14.99	\$134.91
1591846447	Start with Why: How Great Lead	25	EA	\$15.30	\$382.50
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$590.73

Tax:	\$0.00
Total Invoice:	\$590.73
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$590.73

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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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 667633493376

"Miller, Larisa" <millerl@cod.edu>

Thu, Feb 24, 2022 at 04:24 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 667633493376.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 564387547389

Invoice Date: 2/19/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730036

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 2/24/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 564387547389 SGR
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54764013 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/19/2022 **Store:** 0003
Due Date: 04/24/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
8497770498	Una nueva gu?a para una vida r	1	EA	\$18.94	\$18.94
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$18.94

Tax:	\$0.00
Total Invoice:	\$18.94
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$18.94

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](#)
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Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 564387547389

"Miller, Larisa" <millerl@cod.edu>

Thu, Feb 24, 2022 at 04:27 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 564387547389.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 437776866588

Invoice Date: 2/21/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730037

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON

P.O.BOX 530958

ATLANTA, GA 30353-0958

2/24/22 BO # 0000218

For Inquiries, call at :
866-634-8381

Invoice # : 437776866588 YMT

Account Number : xxxxxx9203

Company Name : COLLEGE OF DUPAGE LIBRARY

Address : ATTN: LARISA MILLER

425 FAWELL BLVD

GLEN ELLYN, IL, 60137

Trans #: 54764009 **P.O.#/Job Name:** BO 0000318
Sale Date: 02/21/2022 **Store:** 0003
Due Date: 04/24/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1398201421	Stephen Hawking	1	EA	\$13.74	\$13.74
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$13.74

Tax: \$0.00
Total Invoice: \$13.74
Adjustments: \$0.00
Payments Applied: \$0.00
Total Amount Outstanding: \$13.74

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 437776866588

"Miller, Larisa" <millerl@cod.edu>

Thu, Feb 24, 2022 at 04:30 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 437776866588.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 463385893994

Invoice Date: 2/22/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730038

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 2/28/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 463385893994 CCK
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54782993 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/22/2022 **Store:** 0003
Due Date: 04/25/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0714835501	Paul Graham (Phaidon Contempor	1	EA	\$29.45	\$29.45
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$29.45

Tax:	\$0.00
Total Invoice:	\$29.45
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$29.45

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
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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

"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 463385893994

"Miller, Larisa" <millerl@cod.edu>

Mon, Feb 28, 2022 at 05:31 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 463385893994.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 694454693574

Invoice Date: 2/19/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730039

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 2/28/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 694454693574 1P0
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54816075 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/19/2022 **Store:** 0001
Due Date: 04/27/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1984818503	Better Off Dead A Jack Reacher	1	EA	\$17.20	\$17.20
	SALES TAX	1	EA	\$0.00	\$0.00
145981049X	Epic Game (Rapid Reads)	1	EA	\$9.95	\$9.95
1949199967	Ghosts of New York	1	EA	\$21.62	\$21.62
1771530022	Love You to Death	1	EA	\$9.95	\$9.95
1459807480	The Innocence Device (Rapid Re	1	EA	\$9.95	\$9.95
1599186683	Start Your Own Food Truck Busi	1	EA	\$14.59	\$14.59
1926583833	Coyote's Song	1	EA	\$9.95	\$9.95
1459818180	The Middle Ground (Rapid Reads	1	EA	\$9.95	\$9.95
1926583825	The Break-In	1	EA	\$9.95	\$9.95
1926583264	Shipwreck	1	EA	\$9.95	\$9.95
0525509283	How to Be an Antiracist	5	EA	\$16.13	\$80.65
0593241223	Very Cold People: A Novel	1	EA	\$18.99	\$18.99
1926583361	Missing	1	EA	\$9.95	\$9.95
0190641312	Antarctica: What Everyone Need	1	EA	\$16.61	\$16.61
0393265447	Narrative of the Life of Frede	1	EA	\$20.62	\$20.62
1643138650	The Matchmaker: A Spy in Berli	1	EA	\$23.36	\$23.36
111980020X	Beyond Emotional Intelligence:	1	EA	\$26.00	\$26.00
1926583280	The Picture of Nobody	1	EA	\$9.95	\$9.95
1459818075	The B-Team: The Case of the An	1	EA	\$9.95	\$9.95
1542025605	Reminders of Him: A Novel	1	EA	\$11.95	\$11.95
1771530030	The Clear-Out	1	EA	\$9.95	\$9.95
0190262745	Colombia: What Everyone Needs	1	EA	\$16.95	\$16.95
0593440633	Reacher: Killing Floor (Movie	1	EA	\$12.99	\$12.99
1926583337	New Year's Eve	1	EA	\$9.95	\$9.95
1459800540	Cleanup (Rapid Reads)	1	EA	\$9.95	\$9.95
1926583353	Day the Rebels Came to Town	1	EA	\$9.95	\$9.95
1771530014	All Night	1	EA	\$9.95	\$9.95
0991510208	Raw Coping Power: From Stress	1	EA	\$19.89	\$19.89
0190883235	Sustainability: What Everyone	1	EA	\$18.95	\$18.95
0593320166	Chronicles from the Land of th	1	EA	\$19.69	\$19.69

1771530006	Bed and Breakfast	1	EA	\$9.95	\$9.95
1926583345	Picture This	1	EA	\$9.95	\$9.95
1926583817	Listen!	1	EA	\$9.95	\$9.95
3777435899	Yinka Shonibare CBE: End of Em	1	EA	\$45.00	\$45.00
145981858X	No Return Address (Rapid Reads	1	EA	\$9.95	\$9.95
1982181036	We Are Not Like Them: A Novel	5	EA	\$16.08	\$80.40
0367196395	Mapping Paradigms in Modern an	1	EA	\$149.98	\$149.98
1728231760	Electric Idol: A Deliciously F	1	EA	\$11.78	\$11.78
1542019885	Quicksilver	1	EA	\$18.99	\$18.99

Subtotal:	\$835.26
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Tax:	\$0.00
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Total Invoice:	\$835.26
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Adjustments:	\$0.00
---------------------	---------------

Payments Applied:	\$0.00
--------------------------	---------------

Total Amount Outstanding:	\$835.26
----------------------------------	-----------------

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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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 694454693574

"Miller, Larisa" <millerl@cod.edu>

Mon, Feb 28, 2022 at 05:32 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 694454693574.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 647554576789

Invoice Date: 2/19/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730040

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 2/28/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 647554576789 501
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54782995 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/19/2022 **Store:** 0003
Due Date: 04/25/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0932171699	Colonization, Wilderness, and	1	EA	\$37.53	\$37.53
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$37.53

Tax:	\$0.00
Total Invoice:	\$37.53
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$37.53

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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Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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BO # 0000218 Amazon Invoice 647554576789

"Miller, Larisa" <millerl@cod.edu>

Mon, Feb 28, 2022 at 05:31 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 647554576789.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 953483439495

Invoice Date: 2/22/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730221

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

3/2/22 BO # 0000218

For Inquiries, call at :
866-634-8381

Invoice # : 953483439495 V4F
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54855523 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/22/2022 **Store:** 0003
Due Date: 04/30/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0399590064	My Broken Language: A Memoir	1	EA	\$16.29	\$16.29
1101931310	Tess of the Road	1	EA	\$11.99	\$11.99
1789384524	Lessons from a Multispecies St	1	EA	\$39.00	\$39.00
1250767725	Battle of the Linguist Mages	1	EA	\$17.61	\$17.61
	SALES TAX	1	EA	\$0.00	\$0.00
1524748358	Morningside Heights: A Novel	1	EA	\$14.59	\$14.59
0593156919	The Space Between Worlds	1	EA	\$14.99	\$14.99
0525618589	City of the Dead: An Alex Dela	1	EA	\$19.42	\$19.42
0358572878	A Lie Someone Told You About Y	1	EA	\$13.49	\$13.49
1101931329	In the Serpent's Wake	1	EA	\$18.99	\$18.99
1250234956	Ghost Wall: A Novel	1	EA	\$15.36	\$15.36
125027821X	Abandoned in Death	1	EA	\$18.45	\$18.45
0593085205	The 22 Murders of Madison May	1	EA	\$19.89	\$19.89
1589881028	Same-Sex Marriage and American	1	EA	\$19.95	\$19.95
0811216543	Journey to the End of the Nigh	1	EA	\$13.60	\$13.60
0062390074	Dream Girl: A Novel	1	EA	\$14.49	\$14.49
1643752480	Legends of the North Cascades	1	EA	\$16.95	\$16.95
1681375850	In the Eye of the Wild	1	EA	\$14.95	\$14.95
0062965964	Lost in the Valley of Death: A	1	EA	\$25.49	\$25.49
1663224722	Covid-19 and the Mental Health	1	EA	\$13.99	\$13.99
0307377075	Cezanne: A Life	1	EA	\$49.00	\$49.00
178938446X	Visual Futures: Exploring the	1	EA	\$35.00	\$35.00
				Subtotal:	\$423.49

Tax: \$0.00
Total Invoice: \$423.49
Adjustments: \$0.00
Payments Applied: \$0.00
Total Amount Outstanding: \$423.49

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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SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 953483439495

"Miller, Larisa" <millerl@cod.edu>

Wed, Mar 2, 2022 at 03:44 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 953483439495.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 473585948836

Invoice Date: 2/21/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730224

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/1/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 473585948836 A98
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54838750 **P.O.#/Job Name:** BO 0000318
Sale Date: 02/21/2022 **Store:** 0001
Due Date: 04/29/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0778782212	Sir Isaac Newton (Scientists W	1	EA	\$33.27	\$33.27
	SALES TAX	1	EA	\$0.00	\$0.00
1427127913	Maya Angelou (Black History Bi	1	EA	\$23.60	\$23.60
				Subtotal:	\$56.87

Tax:	\$0.00
Total Invoice:	\$56.87
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$56.87

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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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 473585948836

"Miller, Larisa" <millerl@cod.edu>

Tue, Mar 1, 2022 at 03:04 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 473585948836.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 755744793563

Invoice Date: 2/23/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730227

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/3/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 755744793563 VU9
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54874531 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/23/2022 **Store:** 0001
Due Date: 05/01/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
B084WPW3B9	L'unique	1	EA	\$16.99	\$16.99
B09B28Q38Y	Kulintang Kultura: Danongan Ka	1	EA	\$18.69	\$18.69
	SALES TAX	1	EA	\$0.00	\$0.00
B01CJ1SJQE	A Sailor's Guide to Earth	1	EA	\$9.99	\$9.99
B00SSL4ERS	Something In The Water	1	EA	\$13.25	\$13.25
B07JYR54RF	All For Money	1	EA	\$15.08	\$15.08
B08SG7H4LP	1975	1	EA	\$16.98	\$16.98
B098M7X4JK	One Morning In Gurgaon	1	EA	\$12.99	\$12.99
B081KQY4W3	Wild Wild East	1	EA	\$15.77	\$15.77
B083XTH6CC	Rock Bottom Rhapsody	1	EA	\$11.19	\$11.19
B098RYVB6D	Riddy Arman	1	EA	\$10.19	\$10.19
B09CRQHW52	America's Neglected Composer	1	EA	\$13.99	\$13.99
1138340758	Understanding Mental Health an	1	EA	\$44.95	\$44.95
B07NRDPC7N	20th Century Oboe Sonatas	1	EA	\$16.99	\$16.99
B08DQDDGYJ	Long Time Passing: Kronos Quar	1	EA	\$16.98	\$16.98
B0959L1MNZ	Long Time Coming	1	EA	\$12.69	\$12.69
B09KZ5RXQ9	Florence Price: Symphonies Nos	1	EA	\$13.48	\$13.48
B01JISR3HW	Shouted, Written Down & Quoted	1	EA	\$12.98	\$12.98
B00CCEHQJU	High Top Mountain	1	EA	\$9.79	\$9.79
1476684995	Putin Confronts the West: The	1	EA	\$39.95	\$39.95
B09GKWMZ2S	Here with You	1	EA	\$16.99	\$16.99
B0987R14XC	Paul Whiteman Commissions	1	EA	\$16.99	\$16.99
1772582832	Who's Laughing Now?: Feminist	1	EA	\$26.95	\$26.95
B08L54G8NR	Rough Guide To The Chicago Blu	1	EA	\$15.11	\$15.11
B08SYTBCQS	Industrial Strength Bluegrass:	1	EA	\$12.59	\$12.59
B00KINIL3M	If Sorrows Swim	1	EA	\$12.98	\$12.98
B099TQ5DZP	Renewal	1	EA	\$12.26	\$12.26
B07WGJK77Y	Fields	1	EA	\$16.99	\$16.99
				Subtotal:	\$453.78

Tax:	\$0.00
Total Invoice:	\$453.78
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$453.78

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](#)
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425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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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

"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 755744793563

"Miller, Larisa" <millerl@cod.edu>

Thu, Mar 3, 2022 at 03:43 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 755744793563.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082163
Vendor Name: Amazon.com LLC
Invoice Number: 778559835397
Invoice Date: 2/21/2022
PO Number: B0000218
Check Number: 0297201
Check Amount: \$ 6,861.93
Check Date: 03/15/2022
Voucher Number: V0730229
Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

3/2/22 BO # 0000218

For Inquiries, call at :
866-634-8381

Invoice # : 778559835397 OJO
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54855372 **P.O.#/Job Name:** BO 0000318
Sale Date: 02/21/2022 **Store:** 0003
Due Date: 04/30/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1616952822	The Fame Thief (A Junior Bende	1	EA	\$14.47	\$14.47
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$14.47

Tax: \$0.00
Total Invoice: \$14.47
Adjustments: \$0.00
Payments Applied: \$0.00
Total Amount Outstanding: \$14.47

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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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 778559835397

"Miller, Larisa" <millerl@cod.edu>

Wed, Mar 2, 2022 at 03:46 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 778559835397.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 735775778346

Invoice Date: 2/26/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0730232

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/3/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 735775778346 W/H
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54874518 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/26/2022 **Store:** 0001
Due Date: 05/01/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1556527861	Not All Black Girls Know How t	20	EA	\$15.23	\$304.60
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$304.60

Tax:	\$0.00
Total Invoice:	\$304.60
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$304.60

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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BO # 0000218 Amazon Invoice 735775778346

"Miller, Larisa" <millerl@cod.edu>

Thu, Mar 3, 2022 at 03:48 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 735775778346.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 555589376544

Invoice Date: 3/2/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0732031

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/7/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 555589376544 W2G
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54917675 **P.O.#/Job Name:** BO 0000218
Sale Date: 03/02/2022 **Store:** 0003
Due Date: 05/03/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
	SALES TAX	1	EA	\$0.00	\$0.00
9401414580	Haute Africa: People. Photogra	1	EA	\$59.32	\$59.32
				Subtotal:	\$59.32

Tax:	\$0.00
Total Invoice:	\$59.32
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$59.32

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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BO # 0000218 Amazon Invoice 555589376544

"Miller, Larisa" <millerl@cod.edu>

Mon, Mar 7, 2022 at 02:46 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 555589376544.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 469459487888

Invoice Date: 3/2/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0732035

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/7/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 469459487888 RM6
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54917554 **P.O.#/Job Name:** BO 0000318
Sale Date: 03/02/2022 **Store:** 0001
Due Date: 05/03/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1400226759	I'll Be There (But I'll Be Wea	1	EA	\$13.17	\$13.17
0593336828	The Love Hypothesis	1	EA	\$11.09	\$11.09
1641290919	Nighttown (A Junior Bender Mys	1	EA	\$15.95	\$15.95
0773530665	Radical Gestures: Feminism and	1	EA	\$34.95	\$34.95
0778782069	The Effects of Climate Change	1	EA	\$9.95	\$9.95
1440874379	Plagiarism in Higher Education	1	EA	\$70.00	\$70.00
1982168897	Grave Reservations: A Novel (1	1	EA	\$18.89	\$18.89
1616958022	King Maybe (A Junior Bender My	1	EA	\$15.95	\$15.95
1250236770	One Two Three: A Novel	1	EA	\$16.89	\$16.89
	SALES TAX	1	EA	\$0.00	\$0.00
1789140560	Darker Shades: The Racial Othe	1	EA	\$38.40	\$38.40
1427127964	Martin Luther King Jr. (Black	1	EA	\$8.58	\$8.58
1683648633	Start Finishing: How to Go fro	1	EA	\$18.99	\$18.99
1984880985	The Thursday Murder Club: A No	1	EA	\$12.97	\$12.97
1250244145	Once There Were Wolves	1	EA	\$13.99	\$13.99
0593296842	Something to Hide: A Lynley No	1	EA	\$19.59	\$19.59
0367551624	Activities and Exercises for T	1	EA	\$34.95	\$34.95
1643139053	A Narrow Door: A Novel	1	EA	\$26.95	\$26.95
1641292598	Street Music (A Poke Rafferty	1	EA	\$14.95	\$14.95
1538724731	Verity	1	EA	\$11.92	\$11.92
1728231736	Neon Gods: A Scorchingly Hot M	1	EA	\$10.92	\$10.92
0300250401	Of Solids and Surds: Notes for	1	EA	\$8.89	\$8.89
1427128006	Rosa Parks (Black History Biog	1	EA	\$8.95	\$8.95
				Subtotal:	\$436.89

Tax: \$0.00

Total Invoice: \$436.89

Adjustments: \$0.00

Payments Applied: \$0.00

Total Amount Outstanding: \$436.89

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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BO # 0000218 Amazon Invoice 469459487888

"Miller, Larisa" <millerl@cod.edu>

Mon, Mar 7, 2022 at 02:47 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 469459487888.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 433675989489

Invoice Date: 2/21/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0732278

Document Type: AP Invoice

Document Below



PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 433675989489 P40
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54997492 **P.O.#/Job Name:** BO 0000218
Sale Date: 02/21/2022 **Store:** 0003
Due Date: 05/08/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
7111625706	A Guide to Rational Living(3rd	1	EA	\$19.45	\$19.45
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$19.45

Tax:	\$0.00
Total Invoice:	\$19.45
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$19.45

"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 433675989489

"Miller, Larisa" <millerl@cod.edu>

Thu, Mar 10, 2022 at 02:48 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 433675989489.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 839749456576

Invoice Date: 3/1/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0732327

Document Type: AP Invoice

Document Below



PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 839749456576 DOA
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54997455 **P.O.#/Job Name:** BO 0000218
Sale Date: 03/01/2022 **Store:** 0001
Due Date: 05/08/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1643138758	Athens: City of Wisdom	1	EA	\$24.68	\$24.68
088146810X	Why Tillich? Why Now?	1	EA	\$33.95	\$33.95
0571368492	Black British Lives Matter: A	1	EA	\$22.95	\$22.95
0253046718	The Burden of the Past: Histor	1	EA	\$45.00	\$45.00
3903320846	Beyond the Black Atlantic: San	1	EA	\$49.95	\$49.95
164201138X	Franchise Bible: How to Buy a	1	EA	\$17.99	\$17.99
	SALES TAX	1	EA	\$0.00	\$0.00
1108713955	Ukraine and Russia: From Civil	1	EA	\$27.08	\$27.08
1419752936	Burnt Sugar: A Novel	1	EA	\$16.00	\$16.00
0692907106	Wild Beads of Africa: Old Powd	1	EA	\$44.49	\$44.49
1538144174	Beyond Frozen Conflict	1	EA	\$39.95	\$39.95

Subtotal: \$322.04

Tax: \$0.00

Total Invoice: \$322.04

Adjustments: \$0.00

Payments Applied: \$0.00

Total Amount Outstanding: \$322.04

"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 839749456576

"Miller, Larisa" <millerl@cod.edu>

Thu, Mar 10, 2022 at 02:51 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 839749456576.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 458536689675

Invoice Date: 3/5/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0732331

Document Type: AP Invoice

Document Below

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SYNCB/AMAZON 3/10/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 458536689675 DO4
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54997337 **P.O.#/Job Name:** BO 0000218
Sale Date: 03/05/2022 **Store:** 0001
Due Date: 05/08/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0615931316	Peer Recovery Support Speciali	30	EA	\$5.38	\$161.40
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$161.40

Tax:	\$0.00
Total Invoice:	\$161.40
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$161.40

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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BO # 0000218 Amazon Invoice 458536689675

"Miller, Larisa" <millerl@cod.edu>

Thu, Mar 10, 2022 at 02:50 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 458536689675.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 876634653437

Invoice Date: 3/8/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0733202

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/11/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 876634653437 SH7
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 55019587 **P.O.#/Job Name:** BO 0000218
Sale Date: 03/08/2022 **Store:** 0001
Due Date: 05/09/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0520384733	When God Stops Fighting: How R	1	EA	\$21.95	\$21.95
1350192880	Language of Conflict: Discours	1	EA	\$39.95	\$39.95
0593156625	The Violence: A Novel	1	EA	\$21.49	\$21.49
1646570235	A View from the Forest: The Po	1	EA	\$65.00	\$65.00
1636810020	Afro-Atlantic Histories	1	EA	\$46.49	\$46.49
180107349X	Real-World Next.js: Build scal	1	EA	\$39.99	\$39.99
0593300351	Run Towards the Danger: Confro	1	EA	\$24.30	\$24.30
1524748994	The Art of More: How Mathemati	1	EA	\$27.49	\$27.49
0691174016	Historical Atlas of Hasidism	1	EA	\$67.37	\$67.37
3868286608	African Catwalk	1	EA	\$50.00	\$50.00
1498558658	Ukraine and Russian Neo-Imperi	1	EA	\$39.99	\$39.99
	SALES TAX	1	EA	\$0.00	\$0.00
0847868222	The Women Who Revolutionized F	1	EA	\$29.99	\$29.99
				Subtotal:	\$474.01

Tax:	\$0.00
Total Invoice:	\$474.01
Adjustments:	\$0.00
Payments Applied:	\$0.00
Total Amount Outstanding:	\$474.01

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](#)

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

"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 876634653437

"Miller, Larisa" <millerl@cod.edu>

Fri, Mar 11, 2022 at 02:18 PM GMT

CC:

BCC:

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

1 attachment

amazon invoice 876634653437.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 877375734794

Invoice Date: 3/3/2022

PO Number: B0000218

Check Number: 0297201

Check Amount: \$ 6,861.93

Check Date: 03/15/2022

Voucher Number: V0733203

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/14/22 BO # 0000218
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 877375734794 PMJ
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 54959110 **P.O.#/Job Name:** BO 0000218
Sale Date: 03/03/2022 **Store:** 0001
Due Date: 05/06/2022 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1631523201	Redlined: A Memoir of Race, Ch	1	EA	\$11.99	\$11.99
0252086171	The Spirit of Soul Food: Race,	1	EA	\$24.95	\$24.95
	SALES TAX	1	EA	\$0.00	\$0.00
0062413511	Not That Bad: Dispatches from	1	EA	\$14.99	\$14.99
0228009065	The Problem of Atheism (Volume	1	EA	\$39.95	\$39.95
8854416789	National Geographic Traveler:	1	EA	\$16.99	\$16.99
0596158106	Programming Python: Powerful O	1	EA	\$47.83	\$47.83
0593188713	The Money Tree: A Story About	1	EA	\$22.31	\$22.31
1119698596	Teach Yourself VISUALLY Window	1	EA	\$17.80	\$17.80
025208571X	Guide to Chicago's Twenty-Firs	1	EA	\$34.78	\$34.78
1640974040	Fodor's Florida (Full-color Tr	1	EA	\$21.49	\$21.49
0393635805	Reality+: Virtual Worlds and t	1	EA	\$22.26	\$22.26
1493055887	Best Easy Day Hikes Indianapol	1	EA	\$12.95	\$12.95
1493046802	Best Lake Hikes Wisconsin: A G	1	EA	\$22.95	\$22.95
0241462525	DK Eyewitness Jerusalem, Israe	1	EA	\$22.49	\$22.49
0813153689	Rare Birds: An American Family	1	EA	\$20.21	\$20.21
0593316525	Nigger: The Strange Career of	5	EA	\$25.00	\$125.00
1493056689	Best Easy Day Hikes Milwaukee,	1	EA	\$12.95	\$12.95
3753300578	Teke: Ritual Figures	1	EA	\$75.00	\$75.00
0768943698	Master the GED Test 2020	1	EA	\$25.59	\$25.59
1493053590	Michigan Off the Beaten Path?:	1	EA	\$10.59	\$10.59
1264258224	McGraw-Hill Education Preparat	1	EA	\$22.00	\$22.00
0672336235	HTML, CSS & JavaScript Web Pub	1	EA	\$34.49	\$34.49
0241509785	DK Eyewitness Italy (Travel Gu	1	EA	\$23.99	\$23.99
1119001196	Tableau Your Data!: Fast and E	1	EA	\$28.35	\$28.35
0241542510	DK Eyewitness Costa Rica (Trav	1	EA	\$16.99	\$16.99
1479804347	Studying Lived Religion: Conte	1	EA	\$29.10	\$29.10
1493041134	Best Easy Day Hikes Palm Sprin	1	EA	\$12.95	\$12.95
1797212192	My Beautiful Black Hair: 101 N	1	EA	\$13.99	\$13.99

1368055540	Tiger Honor (A Thousand Worlds	1	EA	\$13.59	\$13.59
1493056662	Camping Michigan: A Comprehens	1	EA	\$17.00	\$17.00
0241472148	DK Eyewitness France (Travel G	1	EA	\$20.49	\$20.49
1493053450	Hiking Michigan's Upper Penins	1	EA	\$24.49	\$24.49
8854417084	National Geographic Traveler C	1	EA	\$14.30	\$14.30
1787016838	Lonely Planet Costa Rica 14 (T	1	EA	\$22.15	\$22.15

Subtotal:	\$896.95
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Tax:	\$0.00
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Total Invoice:	\$896.95
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Adjustments:	\$0.00
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Payments Applied:	\$0.00
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Total Amount Outstanding:	\$896.95
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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
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[image002.png](#)

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Scott L. Brady, CPA
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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
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"Miller, Larisa" <millerl@cod.edu>

BO # 0000218 Amazon Invoice 877375734794

"Miller, Larisa" <millerl@cod.edu>

Mon, Mar 14, 2022 at 07:50 PM GMT

CC:

BCC:

Larisa Miller

Supervisor – Acquisitions

College of DuPage Library

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664 (v)

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amazon invoice 877375734794.pdf