

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1577002
Vendor Name: BuildingGreen Inc
Invoice Number: 126302
Invoice Date: 3/14/2022
PO Number:
Check Number: E0088670
Check Amount: \$ 495.00
Check Date: 03/15/2022
Voucher Number: V0733209
Document Type: AP Invoice

Document Below



BuildingGreen, Inc.
122 Birge St., Suite 30
Brattleboro, VT 05301
Phone: (802) 257-7300 x-101 (voicemail)
Charlotte@BuildingGreen.com
Web: www.BuildingGreen.com,
LEEDuser.buildinggreen.com

Invoice

Date

3/14/2022

GL account: 01-20-15240-5406001
Supplier: BuildingGreen vendor #1577002

Bill To:

College of DuPage
College of DuPage Library
425 Fawell Blvd
Glen Ellyn, IL 60137

Account ID: 107636

Invoice # 126302

Attn: Denise Cote

Quantity	Item	Description	Details	Price
1	Annual campus-wide renewal, BuildingGreen.com membership (Community College discount price: 50%)	Full access to BuildingGreen online content and resources	Subscription term: 6/1/2022– 5/31/2023	\$495.00

Subtotal:	\$495.00
Tax:	0.00
Total:	\$495.00

BuildingGreen Inc., BuildingGreen | LEEDuser

Our Federal ID# is 03-0314269. We accept payment by check, bank transfer, or credit card.

For cc payments, please call 802-257-7300 x101 (leave voicemail with best time to call you back.)

BuildingGreen, Inc.
122 Birge St., Suite 30
Brattleboro, VT 05301

Account/Invoice: 107636, 126302

Invoice Date: 3/14/2022

Payment terms: Net 60 days

Amount Due: \$495.00

Amount Enclosed:



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:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

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

"Konkel, Mary" <konkel@cod.edu>

BuildingGreen FY22 Invoice ready for payment

"Konkel, Mary" <konkel@cod.edu>

Mon, Mar 14, 2022 at 09:09 PM GMT

CC:

BCC:

The attached invoice for BuildingGreen FY22 Renewal is ready for payment and Authorization for Library to Submit invoices is attached.

--MARY

Mary S. Konkel

Professor

Head of Technical Services

OCLC Global Council Delegate for the Americas Regional Council (ARC)

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman Charles Alexandre de Calonne

1 attachment

BuildingGreen FY 22 Invoice and Authorization.pdf