

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 797548555333  
Invoice Date: 3/5/2022  
PO Number: B0000218  
Check Number: 0298011  
Check Amount: \$ 4,708.26  
Check Date: 04/12/2022  
Voucher Number: V0733348  
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 # : 79754855333 OBO  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 54959101 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 03/05/2022 **Store:** 0001  
**Due Date:** 05/06/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1491938617 | Getting Started with SQL: A Ha | 1   | EA   | \$28.99          | \$28.99         |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
| 1479808156 | Keywords for Gender and Sexual | 1   | EA   | \$28.00          | \$28.00         |
| 0300254571 | Electrifying Design: A Century | 1   | EA   | \$44.22          | \$44.22         |
| 0738593826 | Chicago's Sweet Candy History  | 1   | EA   | \$21.99          | \$21.99         |
| 1496837150 | Drawing the Past, Volume 1: Co | 1   | EA   | \$77.75          | \$77.75         |
| 1538142147 | Gentelligence: The Revolutiona | 1   | EA   | \$32.00          | \$32.00         |
| 1479899674 | Keywords for Children's Litera | 1   | EA   | \$28.00          | \$28.00         |
| 0804137404 | Essentialism: The Disciplined  | 1   | EA   | \$7.48           | \$7.48          |
| 0300253575 | The Georgians: The Deeds and M | 1   | EA   | \$38.00          | \$38.00         |
| 1449358659 | Doing Data Science: Straight T | 1   | EA   | \$27.49          | \$27.49         |
| 1501176331 | Bad with Money: The Imperfect  | 1   | EA   | \$14.40          | \$14.40         |
| 8836642993 | IncarNations: African Art as P | 1   | EA   | \$25.00          | \$25.00         |
| 1611809185 | Divine Messengers: The Untold  | 1   | EA   | \$16.89          | \$16.89         |
| 1350116572 | Fashion Design: The Complete G | 1   | EA   | \$34.95          | \$34.95         |
| 1479831964 | Keywords for Comics Studies    | 1   | EA   | \$28.00          | \$28.00         |
| 3735606156 | Connecting Afro Futures: Fashi | 1   | EA   | \$32.61          | \$32.61         |
| 0393867730 | Free: A Child and a Country at | 1   | EA   | \$23.97          | \$23.97         |
| 0316538345 | Get It Done: Surprising Lesson | 1   | EA   | \$19.24          | \$19.24         |
| 0190907649 | Buddhist Ethics: A Philosophic | 1   | EA   | \$24.95          | \$24.95         |
| 1496837215 | Drawing the Past, Volume 2: Co | 1   | EA   | \$77.90          | \$77.90         |
| 0593316266 | Greek Myths: A New Retelling   | 1   | EA   | \$23.99          | \$23.99         |
| 1118008189 | HTML and CSS: Design and Build | 1   | EA   | \$15.79          | \$15.79         |
| 1479803286 | Keywords for Asian American St | 1   | EA   | \$27.00          | \$27.00         |
| 0691208646 | Digital Renaissance: What Data | 1   | EA   | \$18.95          | \$18.95         |
| 030025413X | Dandy Style: 250 Years of Brit | 1   | EA   | \$17.59          | \$17.59         |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$735.15</b> |

**Tax:** \$0.00  
**Total Invoice:** \$735.15

|                           |                |
|---------------------------|----------------|
| Adjustments:              | \$0.00         |
| Payments Applied:         | \$0.00         |
| Total Amount Outstanding: | <hr/> \$735.15 |

**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)



**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](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

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

---

**BO # 0000218 Amazon Invoice 797548555333**

---

"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)

630.942-4646 (f)

[millerl@cod.edu](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 797548555333.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 473487763854  
Invoice Date: 3/17/2022  
PO Number: B0000218  
Check Number: 0298011  
Check Amount: \$ 4,708.26  
Check Date: 04/12/2022  
Voucher Number: V0734408  
Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

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

3/22/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice # : 473487763854 Z98  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55173146 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 03/17/2022 **Store:** 0001  
**Due Date:** 05/18/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price       |
|------------|--------------------------------|-----|------|------------------|----------------|
| 0593230256 | Caste (Oprah's Book Club): The | 4   | EA   | \$14.79          | \$59.16        |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00         |
| 0615931316 | Peer Recovery Support Speciali | 5   | EA   | \$5.38           | \$26.90        |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$86.06</b> |

|                                  |                |
|----------------------------------|----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>  |
| <b>Total Invoice:</b>            | <b>\$86.06</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>  |
| <b>Payments Applied:</b>         | <b>\$0.00</b>  |
| <b>Total Amount Outstanding:</b> | <b>\$86.06</b> |

**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)



**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](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



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

---

**BO # 0000218 Amazon Invoice 473487763854**

---

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

Tue, Mar 22, 2022 at 02:24 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](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 473487763854.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 447999865757

Invoice Date: 3/23/2022

PO Number: B0000218

Check Number: 0298011

Check Amount: \$ 4,708.26

Check Date: 04/12/2022

Voucher Number: V0734632

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/28/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 447999865757 64J  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55272488 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 03/23/2022 **Store:** 0003  
**Due Date:** 05/24/2022 **Buyer Name:**

| SKU       | Description                   | Qty | Unit | Price            | Ex Price       |
|-----------|-------------------------------|-----|------|------------------|----------------|
|           | SALES TAX                     | 1   | EA   | \$0.00           | \$0.00         |
| B01LXZUY0 | Kaija Saariaho: Chamber Works | 1   | EA   | \$15.98          | \$15.98        |
|           |                               |     |      | <b>Subtotal:</b> | <b>\$15.98</b> |

|                                  |                |
|----------------------------------|----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>  |
| <b>Total Invoice:</b>            | <b>\$15.98</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>  |
| <b>Payments Applied:</b>         | <b>\$0.00</b>  |
| <b>Total Amount Outstanding:</b> | <b>\$15.98</b> |

**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)



**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](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

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

---

**BO # 0000218 Amazon Invoice 447999865757**

---

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

Mon, Mar 28, 2022 at 08:14 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](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 447999865757.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 457935346569

Invoice Date: 3/27/2022

PO Number: B0000218

Check Number: 0298011

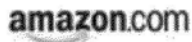
Check Amount: \$ 4,708.26

Check Date: 04/12/2022

Voucher Number: V0735691

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

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

4/5/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice # : 457935346569 52N  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55432705 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 03/27/2022 **Store:** 0001  
**Due Date:** 06/03/2022 **Buyer Name:**

| SKU        | Description                       | Qty | Unit | Price            | Ex Price        |
|------------|-----------------------------------|-----|------|------------------|-----------------|
| 1789144841 | Postcards: The Rise and Fall o    | 1   | EA   | \$38.97          | \$38.97         |
| 1477323589 | Women's Lives, Women's<br>Voices: | 1   | EA   | \$55.00          | \$55.00         |
| 1496835492 | Taking a Stand: Contemporary<br>U | 1   | EA   | \$30.00          | \$30.00         |
|            | SALES TAX                         | 1   | EA   | \$0.00           | \$0.00          |
| 1626984301 | Signs of Hope: Thomas<br>Merton's | 1   | EA   | \$23.99          | \$23.99         |
| 1501759221 | Faith in Freedom: Propaganda,     | 1   | EA   | \$49.95          | \$49.95         |
| 1733395865 | In the Shadows of Paris: The N    | 1   | EA   | \$17.55          | \$17.55         |
| 1503614905 | Citizens, Immigrants, and the     | 1   | EA   | \$90.00          | \$90.00         |
| 0593318668 | The Plague                        | 1   | EA   | \$15.00          | \$15.00         |
| 0374237174 | Present Tense Machine: A<br>Novel | 1   | EA   | \$21.25          | \$21.25         |
| 1839763094 | The Politics of Care              | 1   | EA   | \$12.49          | \$12.49         |
| 1912520435 | Milton Avery                      | 1   | EA   | \$31.99          | \$31.99         |
| 1803090308 | Tramp: Or the Art of Living a     | 1   | EA   | \$16.50          | \$16.50         |
| 1597145599 | Grave Matters: The<br>Controversy | 1   | EA   | \$19.40          | \$19.40         |
| 030023595X | Designing Reform: Architecture    | 1   | EA   | \$55.00          | \$55.00         |
| 1982158026 | Millennial Nuns: Reflections o    | 1   | EA   | \$16.99          | \$16.99         |
|            |                                   |     |      | <b>Subtotal:</b> | <b>\$494.08</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$494.08</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$494.08</b> |

**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)



**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](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



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

---

**BO # 0000218 Amazon Invoice 457935346569**

---

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

Tue, Apr 5, 2022 at 01:40 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](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 457935346569.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 643595573939

Invoice Date: 3/26/2022

PO Number: B0000218

Check Number: 0298011

Check Amount: \$ 4,708.26

Check Date: 04/12/2022

Voucher Number: V0735710

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON

P.O.BOX 530958

ATLANTA, GA 30353-0958

3/30/22 BO # 0000218

For Inquiries, call at :

866-634-8381

Invoice # : 643595573939 Z7L

Account Number : xxxxxx9203

Company Name : COLLEGE OF DUPAGE LIBRARY

Address : ATTN: LARISA MILLER

425 FAWELL BLVD

GLEN ELLYN, IL, 60137

**Trans #:** 55311327 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 03/26/2022 **Store:** 0001  
**Due Date:** 05/27/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1931241945 | Graphis Design Annual 2021     | 1   | EA   | \$81.71          | \$81.71         |
| 385881881X | Lesley Dill, Wilderness: Light | 1   | EA   | \$29.00          | \$29.00         |
| 0822946270 | Forgotten Clones: The Birth of | 1   | EA   | \$60.00          | \$60.00         |
| 0691220379 | Hannah Wilke: Art for Life's S | 1   | EA   | \$54.10          | \$54.10         |
| 1784537314 | Gypsies in the Medieval Islami | 1   | EA   | \$115.00         | \$115.00        |
| 1580935303 | Master of the Midcentury: The  | 1   | EA   | \$60.00          | \$60.00         |
| 0134986091 | SUCCESS! in Phlebotomy: A Q&A  | 1   | EA   | \$96.49          | \$96.49         |
| 0323523706 | Surgical Instrumentation: An I | 1   | EA   | \$94.99          | \$94.99         |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
| 1848223919 | Ellen Gallagher (Contemporary  | 1   | EA   | \$54.99          | \$54.99         |
| 1931241937 | Graphis Photography Annual 202 | 1   | EA   | \$69.90          | \$69.90         |
| 0861967437 | Jumping the Color Line: Vernac | 1   | EA   | \$38.00          | \$38.00         |
| 0252043995 | Interviews with American Compo | 1   | EA   | \$60.00          | \$60.00         |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$814.18</b> |

**Tax:** \$0.00**Total Invoice:** \$814.18**Adjustments:** \$0.00**Payments Applied:** \$0.00**Total Amount Outstanding:** \$814.18

**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](mailto: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](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

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

---

**BO # 0000218 Amazon Invoice 643595573939**

---

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

Wed, Mar 30, 2022 at 08:26 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](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 643595573939.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 976839353568

Invoice Date: 3/23/2022

PO Number: B0000218

Check Number: 0298011

Check Amount: \$ 4,708.26

Check Date: 04/12/2022

Voucher Number: V0735711

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 3/30/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 976839353568 B6A  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55328953 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 03/23/2022 **Store:** 0001  
**Due Date:** 05/28/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1316631354 | Freedom Seekers (Cambridge Stu | 1   | EA   | \$24.99          | \$24.99         |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
| 1612680178 | Rich Dad Poor Dad: What the Ri | 2   | EA   | \$13.41          | \$26.82         |
| 1316515613 | Friends of Freedom: The Rise o | 1   | EA   | \$72.43          | \$72.43         |
| 1496836022 | The Drum Is a Wild Woman: Jazz | 1   | EA   | \$30.00          | \$30.00         |
| 0989688534 | Art and Trousers: Tradition an | 1   | EA   | \$56.00          | \$56.00         |
| 1469664607 | Arise Africa, Roar China: Blac | 1   | EA   | \$37.59          | \$37.59         |
| 0190080361 | Deceitful Media: Artificial In | 1   | EA   | \$52.94          | \$52.94         |
| 0743245865 | A Big Life In Advertising      | 1   | EA   | \$17.59          | \$17.59         |
| 1529715229 | Write a Brilliant CV (Super Qu | 1   | EA   | \$11.92          | \$11.92         |
| 152971897X | Work Well in Groups (Super Qui | 1   | EA   | \$10.71          | \$10.71         |
| 0831136375 | CNC Machining Certification Ex | 1   | EA   | \$62.16          | \$62.16         |
| 164712140X | Blacks and Jews in America: An | 1   | EA   | \$26.95          | \$26.95         |
| 1484253124 | Beginning Git and GitHub: A Co | 1   | EA   | \$26.99          | \$26.99         |
| 0615931316 | Peer Recovery Support Speciali | 2   | EA   | \$5.38           | \$10.76         |
| 1260470245 | LANGE Q&A Surgical Technology  | 1   | EA   | \$53.99          | \$53.99         |
| 3030851540 | Get Your Knee Off Our Necks: F | 1   | EA   | \$26.59          | \$26.59         |
| 1683342712 | Visiting Small-Town Florida: A | 1   | EA   | \$16.83          | \$16.83         |
| 0593296613 | The Zen of Therapy: Uncovering | 1   | EA   | \$22.47          | \$22.47         |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$587.73</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$587.73</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$587.73</b> |

**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)



**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](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



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

---

**BO # 0000218 Amazon Invoice 976839353568**

---

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

Wed, Mar 30, 2022 at 08:23 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](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 976839353568.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 463883687476

Invoice Date: 3/26/2022

PO Number: B0000218

Check Number: 0298011

Check Amount: \$ 4,708.26

Check Date: 04/12/2022

Voucher Number: V0735712

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

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

3/30/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice # : 463883687476 0JC  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55328997 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 03/26/2022 **Store:** 0001  
**Due Date:** 05/28/2022 **Buyer Name:**

| SKU        | Description                       | Qty | Unit | Price    | Ex Price |
|------------|-----------------------------------|-----|------|----------|----------|
| 3777437891 | Global Groove: Art, Dance, Per    | 1   | EA   | \$60.00  | \$60.00  |
| 0730399893 | 30 Properties Before 30: How Y    | 1   | EA   | \$18.99  | \$18.99  |
| 1635574072 | House of Sky and Breath<br>(Cresc | 1   | EA   | \$17.74  | \$17.74  |
| 1984898493 | The Janes: An Alice Vega<br>Novel | 1   | EA   | \$14.59  | \$14.59  |
| 0262543168 | The Case against Death (Basic     | 1   | EA   | \$45.00  | \$45.00  |
| 1107446929 | Racial and Ethnic Polttics in     | 1   | EA   | \$24.99  | \$24.99  |
| 1478639776 | Business and Professional<br>Comm | 1   | EA   | \$36.99  | \$36.99  |
| 0814663559 | Introduction to Eastern Christ    | 1   | EA   | \$44.49  | \$44.49  |
|            | SALES TAX                         | 1   | EA   | \$0.00   | \$0.00   |
| 1954081626 | Haute Couture Architecture: Th    | 1   | EA   | \$65.49  | \$65.49  |
| 0847866025 | Futura: The Artist's Monograph    | 1   | EA   | \$34.49  | \$34.49  |
| 0871015706 | Burnout and Self-Care in Socia    | 1   | EA   | \$43.11  | \$43.11  |
| 1350088528 | Jugendstil Women and the<br>Makin | 1   | EA   | \$103.75 | \$103.75 |
| 1941765440 | The Complete Guide to Autism<br>& | 1   | EA   | \$14.99  | \$14.99  |
| 1009055089 | America's Wars (Cambridge<br>Mill | 1   | EA   | \$28.99  | \$28.99  |
| 0190647310 | Jihad: What Everyone Needs to     | 1   | EA   | \$74.00  | \$74.00  |
| 1951541618 | Creatures Are Stirring: A Guild   | 1   | EA   | \$24.84  | \$24.84  |
| 019284881X | The Aesthetic Value of the Wor    | 1   | EA   | \$70.00  | \$70.00  |
| 194181333X | All Guns Fired at One Time: Na    | 1   | EA   | \$34.95  | \$34.95  |
| 0063068907 | Angels of the Pacific: A Novel    | 1   | EA   | \$14.39  | \$14.39  |
| 1705124674 | Choral Reflections: Insights F    | 1   | EA   | \$29.99  | \$29.99  |
| 153816373X | Contemporary Latin American<br>Re | 1   | EA   | \$34.00  | \$34.00  |

**Subtotal:** \$835.78

**Tax:** \$0.00

**Total Invoice:** \$835.78

**Adjustments:** \$0.00

**Payments Applied:** \$0.00

**Total Amount Outstanding:** \$835.78

**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](#)  
[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)



**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](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

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

---

**BO # 0000218 Amazon Invoice 463883687476**

---

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

Wed, Mar 30, 2022 at 08:25 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](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 463883687476.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 446545954333

Invoice Date: 3/26/2022

PO Number: B0000218

Check Number: 0298011

Check Amount: \$ 4,708.26

Check Date: 04/12/2022

Voucher Number: V0735713

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON

P.O.BOX 530958

ATLANTA, GA 30353-0958

**4/4/22 BO # 0000218**

For Inquiries, call at :

866-634-8381

Invoice # : 446545954333 ARX

Account Number : xxxxxx9203

Company Name : COLLEGE OF DUPAGE LIBRARY

Address : ATTN: LARISA MILLER

425 FAWELL BLVD

GLEN ELLYN, IL, 60137

**Trans #:** 55391809 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 03/26/2022 **Store:** 0001  
**Due Date:** 05/31/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price   | Ex Price |
|------------|--------------------------------|-----|------|---------|----------|
| 1328592812 | Rocket Billionaires            | 1   | EA   | \$12.90 | \$12.90  |
| 1524744271 | Ingredients: The Strange Chemi | 1   | EA   | \$14.68 | \$14.68  |
| 1493061828 | National Parks: The American E | 1   | EA   | \$21.95 | \$21.95  |
| 1631495259 | The Bald Eagle: The Improbable | 1   | EA   | \$25.12 | \$25.12  |
| 0228102286 | The Firefly Guide to Minerals, | 1   | EA   | \$16.99 | \$16.99  |
| 0878427023 | Roadside Geology of Idaho      | 1   | EA   | \$23.49 | \$23.49  |
|            | SALES TAX                      | 1   | EA   | \$0.00  | \$0.00   |
| 1484279352 | Patterns of Software Construct | 1   | EA   | \$32.50 | \$32.50  |
| 1476681872 | The Russian Dilemma: Security, | 1   | EA   | \$49.95 | \$49.95  |
| 0691223653 | A Student's Guide to Python fo | 1   | EA   | \$24.87 | \$24.87  |
| 0778311023 | Honey Girl: A Novel            | 1   | EA   | \$11.55 | \$11.55  |
| 0190922885 | Evolution: What Everyone Needs | 1   | EA   | \$16.29 | \$16.29  |
| 0197566812 | Why Study Religion?            | 1   | EA   | \$45.00 | \$45.00  |
| 0691195781 | The Little Book of Cosmology   | 1   | EA   | \$16.99 | \$16.99  |
| 1250275725 | The Rise: Kobe Bryant and the  | 1   | EA   | \$23.30 | \$23.30  |
| 0691175403 | A History of Biology           | 1   | EA   | \$27.23 | \$27.23  |
| 0063078929 | Impact: How Rocks from Space L | 1   | EA   | \$21.49 | \$21.49  |
| 125027236X | The Man Who Tasted Words: A Ne | 1   | EA   | \$24.49 | \$24.49  |
| 0358345405 | Coach K: The Rise and Reign of | 1   | EA   | \$19.69 | \$19.69  |
| 1496836790 | Performing Racial Uplift: E. A | 1   | EA   | \$30.00 | \$30.00  |
| 0820360716 | The Untold War at Sea: America | 1   | EA   | \$29.95 | \$29.95  |
| 0755643186 | Peace Movements in Islam: Hist | 1   | EA   | \$25.95 | \$25.95  |
| 1641891718 | Slaveries of the First Millenn | 1   | EA   | \$19.95 | \$19.95  |
| 0190943319 | Push: Software Design and the  | 1   | EA   | \$33.25 | \$33.25  |
| 0008326959 | TUESDAY MOONEY WORE BLACK      | 1   | EA   | \$14.45 | \$14.45  |
| 1250099331 | The Trouble with Diversity: Ho | 1   | EA   | \$11.99 | \$11.99  |
| 1734231114 | Maria Lassnig: The Paris Years | 1   | EA   | \$29.29 | \$29.29  |
| 1793638047 | Communicating the Climate Cris | 1   | EA   | \$39.99 | \$39.99  |
| 0316491977 | The Soul of A New Machine      | 1   | EA   | \$13.19 | \$13.19  |
| 1529717841 | Pass Your Exam (Super Quick Sk | 1   | EA   | \$10.71 | \$10.71  |

|            |                                |   |    |         |         |
|------------|--------------------------------|---|----|---------|---------|
| 1785785508 | Dark Matter and Dark Energy: T | 1 | EA | \$14.95 | \$14.95 |
| 1982146710 | 1,001 Voices on Climate Change | 1 | EA | \$21.99 | \$21.99 |
| 0190668288 | The Amazon: What Everyone Need | 1 | EA | \$16.39 | \$16.39 |
| 1507212569 | The Hidden Magic of Walt Disne | 1 | EA | \$15.55 | \$15.55 |
| 0367405008 | Researching Live Music         | 1 | EA | \$44.95 | \$44.95 |

---

|                  |                 |
|------------------|-----------------|
| <b>Subtotal:</b> | <b>\$801.03</b> |
|------------------|-----------------|

|             |               |
|-------------|---------------|
| <b>Tax:</b> | <b>\$0.00</b> |
|-------------|---------------|

|                       |                 |
|-----------------------|-----------------|
| <b>Total Invoice:</b> | <b>\$801.03</b> |
|-----------------------|-----------------|

|                     |               |
|---------------------|---------------|
| <b>Adjustments:</b> | <b>\$0.00</b> |
|---------------------|---------------|

|                          |               |
|--------------------------|---------------|
| <b>Payments Applied:</b> | <b>\$0.00</b> |
|--------------------------|---------------|

|                                  |                 |
|----------------------------------|-----------------|
| <b>Total Amount Outstanding:</b> | <b>\$801.03</b> |
|----------------------------------|-----------------|



**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)



**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](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

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

---

**BO # 0000218 Amazon Invoice 446545954333**

---

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

Mon, Apr 4, 2022 at 02:14 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](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 446545954333.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 483856858535

Invoice Date: 4/4/2022

PO Number: B0000218

Check Number: 0298011

Check Amount: \$ 4,708.26

Check Date: 04/12/2022

Voucher Number: V0736439

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

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

4/6/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice # : 483856858535 GG1  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55449292 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/04/2022 **Store:** 0001  
**Due Date:** 06/04/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price   | Ex Price |
|------------|--------------------------------|-----|------|---------|----------|
| 0374279322 | The Transcendentalists and The | 1   | EA   | \$35.99 | \$35.99  |
| 0691229163 | Gothic: An Illustrated History | 1   | EA   | \$33.99 | \$33.99  |
| 1250239648 | Muhammad, the World-Changer: A | 1   | EA   | \$24.99 | \$24.99  |
| 0063062151 | After Jesus Before Christianit | 1   | EA   | \$21.29 | \$21.29  |
| 1541674197 | The Last Emperor of Mexico: Th | 1   | EA   | \$21.00 | \$21.00  |
| 1788213785 | Freedom: An Impossible Reality | 1   | EA   | \$35.00 | \$35.00  |
|            | SALES TAX                      | 1   | EA   | \$0.00  | \$0.00   |
| 0197606911 | How Things Are: An Introductio | 1   | EA   | \$26.06 | \$26.06  |
| 1681375974 | Woman Running in the Mountains | 1   | EA   | \$15.19 | \$15.19  |
| 1574418394 | Proud Warriors: African Americ | 1   | EA   | \$25.32 | \$25.32  |
| 0192845535 | Morality from Compassion       | 1   | EA   | \$60.00 | \$60.00  |
| 150137902X | Maria Callas's Lyric and Color | 1   | EA   | \$14.95 | \$14.95  |
| 1982122943 | Year Of The Hawk: America's De | 1   | EA   | \$24.49 | \$24.49  |

**Subtotal:** \$338.27

**Tax:** \$0.00

**Total Invoice:** \$338.27

**Adjustments:** \$0.00

**Payments Applied:** \$0.00

**Total Amount Outstanding:** \$338.27

**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)



**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](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

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

---

**BO # 0000218 Amazon Invoice 483856858535**

---

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

Wed, Apr 6, 2022 at 01:38 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](mailto:millerl@cod.edu)

---

**1 attachment**

amazon invoice 483856858535.pdf