

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1406804
Vendor Name: R.S. MEANS COMPANY LLC
Invoice Number: 3286161
Invoice Date: 11/28/2022
PO Number: P0005021
Check Number: 0307259
Check Amount: \$ 1,521.15
Check Date: 01/18/2023
Voucher Number: V0768128
Document Type: AP Invoice

Document Below

11/28/22 PO # 0005021

R. S. M E A N S C O.

I N V O I C E

BILL TO:
00892486

Invoice No. 3286161

COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN IL 60137

ATTENTION: Accounts Payable

We accept all Major Credit Cards:
Visa, MasterCard, American Express, & Discover

FEDERAL EXPRESS

SEB

SHIP TO:

00892486-0000

LARISA MILLER
COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN IL 60137

802
TSGG - 3000

11-14-2022

PO NO: 5021
ORDER NO: 3286161

Ordered By: LARISA MILLER

Please return a copy of this INVOICE with your remittance.

QTY	CATALOG#	DESCRIPTION	PRICE	AMOUNT
1	60013	2023 BUILDING CONST COSTS BOOK ISBN# 978-1-955341-51-6	392.00	392.00
1	60033	2023 ELECTRICAL COSTS BOOK ISBN#978-1-955341-54-7	362.00	362.00
1	60023	2023 MECHANICAL COSTS BOOK ISBN# 978-1-955341-63-9	362.00	362.00

TOTAL ORDER 1116.00
SHIPPING AND HANDLING 20.15
SALES TAX
LESS PAYMENT
PLEASE PAY THIS AMOUNT (US \$) 1136.15

TERMS:30 DAYS

ACH/WIRE Payments:

Bank: Bank of America
Acct Name: R.S. Means Company LLC
ABA: 071000039
Acct #: 8188795428
SWIFT Code: BOFAUS3N

Credit Card Payments:

(888) 609-2530

Lockbox Payments:

R.S. Means Company LLC
P.O. Box 74008495
Chicago, IL 60674-8495

Include remittance details on ALL Payments or send to RSMeansAR@Gordian.com

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,

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>

PO # 0005021 RS Means Invoice 3286161

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

Mon, Nov 28, 2022 at 02:36 PM UTC

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

rs means invoice 3286161.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1406804
Vendor Name: R.S. MEANS COMPANY LLC
Invoice Number: 3286162
Invoice Date: 11/28/2022
PO Number: P0005021
Check Number: 0307259
Check Amount: \$ 1,521.15
Check Date: 01/18/2023
Voucher Number: V0768129
Document Type: AP Invoice

Document Below

11/28/22 PO # 0005021

R. S. M E A N S C O.

I N V O I C E

BILL TO:
00892486

Invoice No. 3286162

COLLEGE OF DUPAGE LIBRARY
425 FAWELL BLVD
GLEN ELLYN IL 60137

ATTENTION: Accounts Payable

We accept all Major Credit Cards:
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FEDERAL EXPRESS

SEB

SHIP TO:

00892486-0000

LARISA MILLER
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425 FAWELL BLVD
GLEN ELLYN IL 60137

802
TSGG - 3000

11-16-2022

PO NO: 5021
ORDER NO: 3286162

Ordered By: LARISA MILLER

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QTY	CATALOG#	DESCRIPTION	PRICE	AMOUNT
1	60553	2023 GREEN BUILDING COSTS BOOK ISBN# 978-1-955341-58-5	385.00	385.00

TOTAL ORDER 385.00
SHIPPING AND HANDLING
SALES TAX
LESS PAYMENT
TERMS:30 DAYS PLEASE PAY THIS AMOUNT (US \$) 385.00

ACH/WIRE Payments:

Bank: Bank of America
Acct Name: R.S. Means Company LLC
ABA: 071000039
Acct #: 8188795428
SWIFT Code: BOFAUS3N

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(888) 609-2530

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P.O. Box 74008495
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Include remittance details on ALL Payments or send to RSMeansAR@Gordian.com

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Email: bradys310@cod.edu



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