

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 1DPR-W4HN-1MLL
Invoice Date: 3/14/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0779194
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by April 28, 2023

Item subtotal before tax	\$ 829.74
Shipping & handling	\$ 27.00
Promos & discounts	(\$ 27.00)
Total before tax	\$ 829.74
Tax	\$ 0.00
Amount due	\$ 829.74 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 08-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Agnes Martin /anglais	1	\$42.96	\$42.96	0.000%
ASIN: 1849762686 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				
2 Damien Hirst: Schizophreno-genesis	1	\$59.62	\$59.62	0.000%
ASIN: 1906967792 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				

Description	Qty	Unit price	Item subtotal before tax	Tax
3 HESI Comprehensive Review for the NCLEX-RN® Examination ASIN: 0323831931 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$76.49	\$76.49	0.000%
4 Damien Hirst: Mental Escapology ASIN: 1912613085 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$52.94	\$52.94	0.000%
5 Lygia Clark: Painting as Experimental Field 1948-1958 ASIN: 8417769277 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$44.06	\$44.06	0.000%
6 Fred Wilson: Black Like Me ASIN: 1888332255 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$29.95	\$29.95	0.000%
7 Do Ho Suh: Works on Paper at STPI ASIN: 1942884869 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$95.00	\$95.00	0.000%
8 The NES Encyclopedia: Every Game Released for the Nintendo Entertainment System ASIN: 1526737795 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$39.95	\$39.95	0.000%
9 Wildblood: A Novel ASIN: 1250787130 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$17.09	\$17.09	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
10 The Woman They Could Not Silence	1	\$11.39	\$11.39	0.000%
ASIN: 1728242576 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				
11 Kay Fisker: Danish Functionalism and Block-based Housing	1	\$59.26	\$59.26	0.000%
ASIN: 1848224052 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				
12 Felix Gonzalez-Torres: Specific Objects Without Specific Form	1	\$70.00	\$70.00	0.000%
ASIN: 3863359739 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				
13 Glenn Ligon: Encounters and Collisions	1	\$45.00	\$45.00	0.000%
ASIN: 1849763569 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				
14 Charles White: The Gordon Gift to The University of Texas	1	\$29.95	\$29.95	0.000%
ASIN: 1477320024 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				
15 Imposter Syndrome and Other Confessions of Alejandra Kim	1	\$18.99	\$18.99	0.000%
ASIN: 0593563379 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				
16 Censored Art Today (Hot Topics in the Art World)	1	\$32.89	\$32.89	0.000%
ASIN: 1848225415 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209				

Description	Qty	Unit price	Item subtotal before tax	Tax
17 Between Five Eyes: 50 Years of Intelligence Sharing ASIN: 161200900X Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$30.76	\$30.76	0.000%
18 Alfredo Jaar: La Politique des Images ASIN: 3905770482 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$48.25	\$48.25	0.000%
19 Robin Rhode: The Geometry of Colour ASIN: 8857236536 Sold by: Amazon.com Services LLC Order # 111-2024181-7156209	1	\$25.19	\$25.19	0.000%
20 Shipping & handling			\$27.00	0.000%
21 Promotions & discounts			(\$27.00)	0.000%
Total before tax			\$829.74	
Tax			\$0.00	
Amount due			\$829.74	

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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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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 # 0001229 Amazon Invoice 1DPR-W4HN-1MLL

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

Tue, Mar 14, 2023 at 07:35 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

amazon invoice 1DPR-W4HN-1MLL.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 1H1P-XXY1-G9M1
Invoice Date: 3/11/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0779198
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by April 25, 2023

Item subtotal before tax	\$ 846.17
Shipping & handling	\$ 20.69
Promos & discounts	(\$ 20.69)
Total before tax	\$ 846.17
Tax	\$ 0.00
Amount due	\$ 846.17 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 09-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

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Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Zdzislaw Beksi?ski 1929-2005	1	\$50.95	\$50.95	0.000%
ASIN: 8375762245 Sold by: Amazon.com Services LLC Order # 114-5804074-0297008				
2 Beksi?ski Miniatures vol. 1-4	1	\$79.99	\$79.99	0.000%
ASIN: 8375764566 Sold by: Amazon.com Services LLC Order # 114-5804074-0297008				

Description	Qty	Unit price	Item subtotal before tax	Tax
3 PHR Study Guide 2023-2024 - 3 Full-Length Practice Tests, Secrets Prep Book for the HRCI PHR Certification Exam: [5th Edition] ASIN: 1516722051 Sold by: Amazon.com Services LLC Order # 114-5804074-0297008	1	\$39.99	\$39.99	0.000%
4 The Buddha's Teachings for Beginners: A Simple Guide to Connect the Buddha's Lessons to Everyday Life ASIN: 1638781095 Sold by: Amazon.com Services LLC Order # 114-5804074-0297008	1	\$11.39	\$11.39	0.000%
5 Wendy Red Star: Delegation ASIN: 1597115193 Sold by: Amazon.com Services LLC Order # 114-5804074-0297008	1	\$43.99	\$43.99	0.000%
6 PHR Study Guide 2023-2024 - 3 Full-Length Practice Tests, Secrets Prep Book for the HRCI PHR Certification Exam: [5th Edition] ASIN: 1516722051 Sold by: Amazon.com Services LLC Order # 114-5804074-0297008	14	\$39.99	\$559.86	0.000%
7 Sam Contis: Overpass ASIN: 1597115398 Sold by: Amazon.com Services LLC Order # 114-5804074-0297008	1	\$60.00	\$60.00	0.000%
8 Shipping & handling			\$20.69	0.000%
9 Promotions & discounts			(\$20.69)	0.000%

Total before tax	\$846.17
Tax	\$0.00

Amount due	\$846.17
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FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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

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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

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

BO # 0001229 Amazon Invoice 1H1P-XXY1-G9M1

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

Mon, Mar 13, 2023 at 01:21 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

amazon invoice 1H1P-XXY1-G9M1.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 17WT-44CN-9G14
Invoice Date: 3/18/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0779483
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 02, 2023

Item subtotal before tax	\$ 798.24
Shipping & handling	\$ 19.72
Promos & discounts	(\$ 19.72)
Total before tax	\$ 798.24
Tax	\$ 0.00
Amount due	\$ 798.24 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 13-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Notes on an Execution: A Novel	1	\$16.19	\$16.19	0.000%
ASIN: 0063052741 Sold by: Amazon.com Services LLC				
Order # 112-0322460-3529808				

Description	Qty	Unit price	Item subtotal before tax	Tax
2 SHRM CP Exam Prep 2023-2024 - 2 Full-Length Practice Tests, SHRM CP Certification Secrets Study Guide with Detailed Answer Explanations: [3rd Edition]	1	\$41.79	\$41.79	0.000%
ASIN: 1516720253 Sold by: Amazon.com Services LLC Order # 112-0322460-3529808				
3 Merengue Tipico from the Dominican Republic	1	\$15.26	\$15.26	0.000%
ASIN: B0012OVG3I Sold by: Amazon.com Services LLC Order # 112-0322460-3529808				
4 Central Asain Series 3: Art of the Afghan Rubab	1	\$16.79	\$16.79	0.000%
ASIN: B000EBFWPS Sold by: Amazon.com Services LLC Order # 112-0322460-3529808				
5 SHRM CP Exam Prep 2023-2024 - 2 Full-Length Practice Tests, SHRM CP Certification Secrets Study Guide with Detailed Answer Explanations: [3rd Edition]	14	\$41.79	\$585.06	0.000%
ASIN: 1516720253 Sold by: Amazon.com Services LLC Order # 112-0322460-3529808				
6 Bandera Mia: Songs of Argentina	1	\$15.27	\$15.27	0.000%
ASIN: B000FILN76 Sold by: Amazon.com Services LLC Order # 112-0322460-3529808				
7 Mountain Music of Puerto Rico	1	\$16.98	\$16.98	0.000%
ASIN: B0000AGWK6 Sold by: Amazon.com Services LLC Order # 112-0322460-3529808				

Description	Qty	Unit price	Item subtotal before tax	Tax
8 When the Soul Is Settled: Music of Iraq ASIN: B000FILN7G Sold by: Amazon.com Services LLC Order # 112-0322460-3529808	1	\$16.98	\$16.98	0.000%
9 Mahagita: Harp and Vocal Music Of Burma ASIN: B00007J4R4 Sold by: Amazon.com Services LLC Order # 112-0322460-3529808	1	\$16.98	\$16.98	0.000%
10 Music Of Central Asian, Vol. 6: Alim and Fargana Qasimov Spiritual Music Of Azerbaijan ASIN: B000UL8V0K Sold by: Amazon.com Services LLC Order # 112-0322460-3529808	1	\$19.98	\$19.98	0.000%
11 Music Of Central Asian, Vol. 5: Badakhshan Ensemble Songs and Dance From The Pamir Mountains ASIN: B000UL8V0A Sold by: Amazon.com Services LLC Order # 112-0322460-3529808	1	\$19.14	\$19.14	0.000%
12 Cry from the Earth / Various ASIN: B00242VZ2Y Sold by: Amazon.com Services LLC Order # 112-0322460-3529808	1	\$17.82	\$17.82	0.000%
13 Shipping & handling			\$19.72	0.000%
14 Promotions & discounts			(\$19.72)	0.000%
Total before tax			\$798.24	
Tax			\$0.00	
Amount due			\$798.24	

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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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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

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

BO # 0001229 Amazon Invoice 17WT-44CN-9G14

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

Mon, Mar 20, 2023 at 01:22 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

amazon invoice 17WT-44CN-9G14.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 14HQ-9WD1-7YTM
Invoice Date: 3/17/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0779586
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 01, 2023

Item subtotal before tax	\$ 641.25
Shipping & handling	\$ 6.42
Promos & discounts	(\$ 6.42)
Total before tax	\$ 641.25
Tax	\$ 0.00
Amount due	\$ 641.25 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 14-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

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Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 aPHR Associate Professional in Human Resources Certification All-in-One Exam Guide, Second Edition	8	\$42.75	\$342.00	0.000%
ASIN: 1264286252 Sold by: Amazon.com Services LLC				
Order # 111-0374498-5818612				

Description	Qty	Unit price	Item subtotal before tax	Tax
2 aPHR Associate Professional in Human Resources Certification All-in-One Exam Guide, Second Edition	1	\$42.75	\$42.75	0.000%
ASIN: 1264286252 Sold by: Amazon.com Services LLC Order # 111-0374498-5818612				
3 aPHR Associate Professional in Human Resources Certification All-in-One Exam Guide, Second Edition	3	\$42.75	\$128.25	0.000%
ASIN: 1264286252 Sold by: Amazon.com Services LLC Order # 111-0374498-5818612				
4 aPHR Associate Professional in Human Resources Certification All-in-One Exam Guide, Second Edition	3	\$42.75	\$128.25	0.000%
ASIN: 1264286252 Sold by: Amazon.com Services LLC Order # 111-0374498-5818612				
5 Shipping & handling			\$6.42	0.000%
6 Promotions & discounts			(\$6.42)	0.000%
Total before tax				\$641.25
Tax				\$0.00
Amount due				\$641.25

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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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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 # 0001229 Amazon Invoice 14HQ-9WD1-7YTM

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

Mon, Mar 20, 2023 at 01:24 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

amazon invoice 14HQ-9WD1-7YTM.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 1DR7-DDKL-9NKJ
Invoice Date: 3/18/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0779614
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 02, 2023

Item subtotal before tax	\$ 826.72
Shipping & handling	\$ 23.01
Promos & discounts	(\$ 23.01)
Total before tax	\$ 826.72
Tax	\$ 0.00
Amount due	\$ 826.72 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 15-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Mars (Illuminates) ASIN: 1906367949 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$13.95	\$13.95	0.000%
2 Smartphone Filmmaking: Theory and Practice ASIN: 1501360329 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$35.95	\$35.95	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
3 The Big Myth: How American Business Taught Us to Loathe Government and Love the Free Market ASIN: 1635573572 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$28.43	\$28.43	0.000%
4 Growing Joy: The Plant Lover's Guide to Cultivating Happiness (and Plants) ASIN: 1250814898 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$17.99	\$17.99	0.000%
5 Stopping Oil: Climate Justice and Hope (Radical Geography) ASIN: 0745341314 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$23.35	\$23.35	0.000%
6 Protein Science ASIN: 0198846452 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$24.82	\$24.82	0.000%
7 Early Kustom Kulture: Kustom Cars and Hot Rods Photographed by George Barris ASIN: 086719894X Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$27.85	\$27.85	0.000%
8 Personal Best Running: Coach Coogan's Strategies for the Mile to the Marathon ASIN: 1718214715 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$27.95	\$27.95	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
9 What's Gotten Into You: The Story of Your Body's Atoms, from the Big Bang Through Last Night's Dinner ASIN: 0063251183 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$28.80	\$28.80	0.000%
10 The Ransomware Hunting Team: A Band of Misfits' Improbable Crusade to Save the World from Cybercrime ASIN: 0374603308 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$15.83	\$15.83	0.000%
11 How to Hack Like a Legend: Breaking Windows ASIN: 1718501501 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$25.28	\$25.28	0.000%
12 Profitably Healthy Companies: Principles of Organizational Growth and Development ASIN: 0231186916 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$35.00	\$35.00	0.000%
13 Out of Architecture ASIN: 1032292946 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$26.50	\$26.50	0.000%
14 Watch the Bear: A Half Century with the Brown Bears of Alaska ASIN: 1496233433 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$21.95	\$21.95	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
15 The Big Con: How the Consulting Industry Weakens Our Businesses, Infantilizes Our Governments, and Warps Our Economies ASIN: 0593492676 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$27.00	\$27.00	0.000%
16 Island City: A Novel ASIN: 0374282277 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$17.00	\$17.00	0.000%
17 Lives of Weeds: Opportunism, Resistance, Folly ASIN: 1501758985 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$21.39	\$21.39	0.000%
18 Young Woman and the Sea: How Trudy Ederle Conquered the English Channel and Inspired the World ASIN: 0063305399 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$15.69	\$15.69	0.000%
19 Saving Time: Discovering a Life Beyond the Clock ASIN: 059324270X Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$24.06	\$24.06	0.000%
20 The Business of Yoga (Yoga Teaching Guides) ASIN: 1787756424 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$24.95	\$24.95	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
21 Proof of Stake: The Making of Ethereum and the Philosophy of Blockchains ASIN: 164421248X Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$12.49	\$12.49	0.000%
22 What Is Extinction?: A Natural and Cultural History of Last Animals ASIN: 1531501656 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$30.00	\$30.00	0.000%
23 The Ultimate Scholarship Book 2023: Billions of Dollars in Scholarships, Grants and Prizes ASIN: 1617601721 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$26.99	\$26.99	0.000%
24 Absolute Beginner's Guide Computer Basics, Windows 11 Edition ASIN: 0137885776 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$22.83	\$22.83	0.000%
25 Two Weeks Notice: Find the Courage to Quit Your Job, Make More Money, Work Where You Want, and Change the World ASIN: 1401969879 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$22.99	\$22.99	0.000%
26 The Art of Clean Code: Best Practices to Eliminate Complexity and Simplify Your Life ASIN: 1718502184 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$24.99	\$24.99	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
27 Why We Forget and How To Remember Better: The Science Behind Memory ASIN: 019760773X Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$30.62	\$30.62	0.000%
28 Road to Nowhere: What Silicon Valley Gets Wrong about the Future of Transportation ASIN: 1839765887 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$20.99	\$20.99	0.000%
29 Black Earth Wisdom: Soulful Conversations with Black Environmentalists ASIN: 0063160897 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$26.99	\$26.99	0.000%
30 Organic Chemistry II For Dummies ASIN: 111998517X Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$24.99	\$24.99	0.000%
31 The Curious World of Bacteria ASIN: 1771648252 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$24.95	\$24.95	0.000%
32 The Architecture of Disability: Buildings, Cities, and Landscapes beyond Access ASIN: 1517912504 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214	1	\$24.95	\$24.95	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
33 Hello Beautiful (Oprah's Book Club): A Novel	1	\$19.60	\$19.60	0.000%
ASIN: 0593243730 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214				
34 The Future Is Fungi: How Fungi Feed Us, Heal Us, and Save Our World	1	\$29.60	\$29.60	0.000%
ASIN: 1760762784 Sold by: Amazon.com Services LLC Order # 113-6552492-2720214				
35 Shipping & handling			\$23.01	0.000%
36 Promotions & discounts			(\$23.01)	0.000%
Total before tax				\$826.72
Tax				\$0.00
Amount due				\$826.72

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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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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,

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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 # 0001229 Amazon Invoice 1DR7-DDKL-9NKJ

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

Mon, Mar 20, 2023 at 01:26 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

amazon invoice 1DR7-DDKL-9NKJ.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 1L1W-CWVP-11YW
Invoice Date: 3/22/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0780204
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 06, 2023

Item subtotal before tax	\$ 44.95
Shipping & handling	\$ 0.89
Promos & discounts	(\$ 0.89)
Total before tax	\$ 44.95
Tax	\$ 0.00
Amount due	\$ 44.95 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 16-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Art Therapy and Career Counseling	1	\$44.95	\$44.95	0.000%
ASIN: 0367476657 Sold by: Amazon.com Services LLC Order # 112-0731544-9263448				
2 Shipping & handling			\$0.89	0.000%
3 Promotions & discounts			(\$0.89)	0.000%

Total before tax \$44.95

Tax		\$0.00
Amount due		\$44.95

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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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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

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

BO # 0001229 Amazon Invoice 1L1W-CWVP-11YW

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

Thu, Mar 23, 2023 at 01:31 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

amazon invoice 1L1W-CWVP-11YW.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 1Y4Y-VDNR-KX3V
Invoice Date: 3/26/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0780205
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 10, 2023

Item subtotal before tax	\$ 638.00
Shipping & handling	\$ 10.68
Promos & discounts	(\$ 10.68)
Total before tax	\$ 638.00
Tax	\$ 0.00
Amount due	\$ 638.00 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 23-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 40 Inspirational True Stories: 2021 Edition (Memorable, Inspirational and Life Changing Stories)	5	\$15.95	\$79.75	0.000%
ASIN: B08P7XQ9VS Sold by: Amazon.com Services LLC				
Order # 113-6645623-4559439				

Description	Qty	Unit price	Item subtotal before tax	Tax
2 40 Inspirational True Stories: 2021 Edition (Memorable, Inspirational and Life Changing Stories)	1	\$15.95	\$15.95	0.000%
ASIN: B08P7XQ9VS Sold by: Amazon.com Services LLC Order # 113-6645623-4559439				
3 40 Inspirational True Stories: 2021 Edition (Memorable, Inspirational and Life Changing Stories)	33	\$15.95	\$526.35	0.000%
ASIN: B08P7XQ9VS Sold by: Amazon.com Services LLC Order # 113-6645623-4559439				
4 40 Inspirational True Stories: 2021 Edition (Memorable, Inspirational and Life Changing Stories)	1	\$15.95	\$15.95	0.000%
ASIN: B08P7XQ9VS Sold by: Amazon.com Services LLC Order # 113-6645623-4559439				
5 Shipping & handling			\$10.68	0.000%
6 Promotions & discounts			(\$10.68)	0.000%
Total before tax				\$638.00
Tax				\$0.00
Amount due				\$638.00

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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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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

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

BO # 0001229 Amazon Invoice 1Y4Y-VDNR-KX3V

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

Mon, Mar 27, 2023 at 06:05 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

amazon invoice 1Y4Y-VDNR-KX3V.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1672162

Vendor Name: Amazon Capital Services, Inc.

Invoice Number: 1V67-YMKR-C1TD

Invoice Date: 3/24/2023

PO Number: B0001229

Check Number: 0310933

Check Amount: \$ 8,296.92

Check Date: 04/11/2023

Voucher Number: V0780206

Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 08, 2023

Item subtotal before tax	\$ 804.32
Shipping & handling	\$ 20.24
Promos & discounts	(\$ 15.75)
Total before tax	\$ 808.81
Tax	\$ 0.00
Amount due	\$ 808.81 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 21-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Staging Shakespeare's Violence: My Cue to Fight: Domestic Fury ASIN: 1526762404 Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$31.40	\$31.40	0.000%
2 Illinois Harness Racing, 2019 ASIN: 1714461238 Sold by: Reischling Press, Inc. Order # 114-9664135-0534665	2	\$90.00	\$180.00	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
3 Eight Days in March: ASIN: 171459517X Sold by: Reischling Press, Inc. Order # 114-9664135-0534665	2	\$55.00	\$110.00	0.000%
4 Making Sustainability Measurable: A Practical Book for Sustainable Living and Working ASIN: 3662667142 Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$28.34	\$28.34	0.000%
5 Cybersecurity for Small Networks: A Guide for the Reasonably Paranoid ASIN: 171850148X Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$38.04	\$38.04	0.000%
6 Homelessness and the Built Environment: Designing for Unhoused Persons ASIN: 0367232448 Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$42.95	\$42.95	0.000%
7 Gardening at the Margins: Convivial Labor, Community, and Resistance ASIN: 0816547327 Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$60.00	\$60.00	0.000%
8 Truth in Action: A Fight Director's Compendium ASIN: B0BGN66B4C Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$33.20	\$33.20	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
9 Dismantling Everyday Discrimination: Microaggressions Toward LGBTQ People (Perspectives on Sexual Orientation and Gender Diversity Series) ASIN: 1433840154 Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$44.99	\$44.99	0.000%
10 The Game Designer's Playbook: An Introduction to Game Interaction Design ASIN: 019884591X Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$39.95	\$39.95	0.000%
11 Stage Combat Swordplay from Shakespeare to the Present ASIN: B09PHG39RC Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$30.00	\$30.00	0.000%
12 CompTIA CySA+ Study Guide Exam CS0-002 ASIN: 1119684056 Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$36.49	\$36.49	0.000%
13 Getting Started with Natural Language Processing ASIN: 1617296767 Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$39.99	\$39.99	0.000%
14 Job Ready Go ASIN: 1119889812 Sold by: Amazon.com Services LLC Order # 114-6562717-9674656	1	\$39.92	\$39.92	0.000%

Description		Qty	Unit price	Item subtotal before tax	Tax
15	Lina Bo Bardi: Material Ideologies	1	\$49.05	\$49.05	0.000%
ASIN: 0964264161 Sold by: Amazon.com Services LLC					
Order # 114-6562717-9674656					
16	Shipping & handling			\$20.24	0.000%
17	Promotions & discounts			(\$15.75)	0.000%
Total before tax				\$808.81	
Tax				\$0.00	
Amount due				\$808.81	

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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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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 # 0001229 Amazon Invoice 1V67-YMKR-C1TD

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

Mon, Mar 27, 2023 at 06:08 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

amazon invoice 1V67-YMKR-C1TD.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 16NJ-7JWP-G7FD
Invoice Date: 3/25/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0780213
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 09, 2023

Item subtotal before tax	\$ 842.53
Shipping & handling	\$ 22.74
Promos & discounts	(\$ 22.74)
Total before tax	\$ 842.53
Tax	\$ 0.00
Amount due	\$ 842.53 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 22-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Women of Genius in Science: Whose Frequently Overlooked Contributions Changed the World ASIN: 3031239253 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$37.99	\$37.99	0.000%
2 The Camp Abilities Story (Excelsior Editions) ASIN: 1438491948 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$32.95	\$32.95	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
3 Head Game (Communication, Sport, and Society) ASIN: 1433191091 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$40.95	\$40.95	0.000%
4 Paralegal Aide (C-2245): Passbooks Study Guide (Career Examination Series) ASIN: 1731822456 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$20.16	\$20.16	0.000%
5 Schaum's Outline of Probability, Third Edition ASIN: 1264258844 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$23.00	\$23.00	0.000%
6 Black Market: An Insider's Journey into the High-Stakes World of College Basketball ASIN: 1335425772 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$25.30	\$25.30	0.000%
7 Ants: A Visual Guide ASIN: 0691228523 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$32.00	\$32.00	0.000%
8 General Relativity: The Theoretical Minimum ASIN: 1541601777 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$25.99	\$25.99	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
9 Birchers: How the John Birch Society Radicalized the American Right ASIN: 1541673565 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$28.80	\$28.80	0.000%
10 The One: How an Ancient Idea Holds the Future of Physics ASIN: 1541674855 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$28.80	\$28.80	0.000%
11 The Hidden Company That Trees Keep: Life from Treetops to Root Tips ASIN: 0691237972 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$26.99	\$26.99	0.000%
12 Side Effects: How Left-Brain Right-Brain Differences Shape Everyday Behaviour ASIN: 1459747550 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$22.99	\$22.99	0.000%
13 Out on the Wire: The Storytelling Secrets of the New Masters of Radio ASIN: 0385348436 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$14.49	\$14.49	0.000%
14 American Sport in International History: The United States and the World since 1865 (New Approaches to International History) ASIN: 1350134708 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$29.95	\$29.95	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
15 The Exceptions: Nancy Hopkins, MIT, and the Fight for Women in Science ASIN: 1982131837 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$25.15	\$25.15	0.000%
16 Bronx Epitaph: How Lou Gehrig's Luckiest Man Speech Defined the Yankee Legend (Excelsior Editions) ASIN: 1438491808 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$27.95	\$27.95	0.000%
17 Pests: How Humans Create Animal Villains ASIN: 0063097257 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$19.29	\$19.29	0.000%
18 Seaweeds of the World: A Guide to Every Order (A Guide to Every Family, 4) ASIN: 069122854X Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$29.95	\$29.95	0.000%
19 Earth's the Right Place for Love: A Novel ASIN: 0593446798 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$23.19	\$23.19	0.000%
20 Tour of C++, A (C++ In-Depth Series) ASIN: 0136816487 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$29.99	\$29.99	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
21 The Wise Hours: A Journey into the Wild and Secret World of Owls ASIN: 195353483X Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$23.97	\$23.97	0.000%
22 Biography of X: A Novel ASIN: 037460617X Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$25.20	\$25.20	0.000%
23 Remnants of Ancient Life: The New Science of Old Fossils ASIN: 0691221146 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$24.49	\$24.49	0.000%
24 Comet Madness: How the 1910 Return of Halley's Comet (Almost) Destroyed Civilization ASIN: 1633888568 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$27.95	\$27.95	0.000%
25 #Share: Building Social Media Word of Mouth ASIN: 1637424140 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$26.99	\$26.99	0.000%
26 Bees of the World: A Guide to Every Family (A Guide to Every Family, 5) ASIN: 0691226628 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$29.95	\$29.95	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
27 Serving Herself: The Life and Times of Althea Gibson ASIN: 0197551750 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$25.29	\$25.29	0.000%
28 Atomic Bill: A Journalist's Dangerous Ambition in the Shadow of the Bomb ASIN: 1501765639 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$28.43	\$28.43	0.000%
29 Meet Me by the Fountain: An Inside History of the Mall ASIN: 1635576024 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$15.49	\$15.49	0.000%
30 Climate Obstruction ASIN: 1032019476 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$22.95	\$22.95	0.000%
31 Work Matters: How Parents' Jobs Shape Children's Well-Being ASIN: 0691174695 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$18.99	\$18.99	0.000%
32 The Price of Cake: And 99 Other Classic Mathematical Riddles ASIN: 0262545241 Sold by: Amazon.com Services LLC Order # 111-4939834-5672203	1	\$26.95	\$26.95	0.000%
33 Shipping & handling			\$22.74	0.000%
34 Promotions & discounts			(\$22.74)	0.000%

Total before tax	\$842.53
Tax	\$0.00
Amount due	\$842.53

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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
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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,

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

BO # 0001229 Amazon Invoice 16NJ-7JWP-G7FD

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

Mon, Mar 27, 2023 at 06:06 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

amazon invoice 16NJ-7JWP-G7FD.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 1ML3-XXMH-3JQV
Invoice Date: 3/21/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0780400
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 05, 2023

Item subtotal before tax	\$ 406.80
Shipping & handling	\$ 13.90
Promos & discounts	(\$ 13.90)
Total before tax	\$ 406.80
Tax	\$ 0.00
Amount due	\$ 406.80 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 20-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Best Practices and Strategies for Career and Technical Education and Training: A Reference Guide for New Instructors ASIN: 1481706373 Sold by: Amazon.com Services LLC Order # 114-6204925-7882604	24	\$16.95	\$406.80	0.000%
2 Shipping & handling			\$13.90	0.000%
3 Promotions & discounts			(\$13.90)	0.000%

Total before tax	\$406.80
Tax	\$0.00
Amount due	\$406.80

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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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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

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

BO #0001229 Amazon Invoice 1ML3-XXMH-3JQV

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

Tue, Mar 28, 2023 at 03:26 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

amazon invoice 1ML3-XXMH-3JQV.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1672162
Vendor Name: Amazon Capital Services, Inc.
Invoice Number: 16M3-K9TD-MN4J
Invoice Date: 4/2/2023
PO Number: B0001229
Check Number: 0310933
Check Amount: \$ 8,296.92
Check Date: 04/11/2023
Voucher Number: V0780745
Document Type: AP Invoice

Document Below

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by May 17, 2023

Item subtotal before tax	\$ 5.75
Shipping & handling	\$ 0.16
Promos & discounts	(\$ 0.16)
Total before tax	\$ 5.75
Tax	\$ 0.00
Amount due	\$ 5.75 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410782928959
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A1UDNUM913MBUT

Payment terms Net 45

Purchase date 27-Mar-2023

Purchased by COD Acquisitions

PO # 1229

Registered business name

College of DuPage Library

Bill to

College of DuPage Library
425 Fawell Blvd
SRC 2034
Glen Ellyn, IL 60137

Ship to

College of DuPage Library
425 FAWELL BLVD SRC 2034
GLEN ELLYN, IL 60137-6708

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Maasai Footsteps	1	\$5.75	\$5.75	0.000%
ASIN: B08VBS3TP3 Sold by: Amazon.com Services LLC Order # 114-2985955-4366621				
2 Shipping & handling			\$0.16	0.000%
3 Promotions & discounts			(\$0.16)	0.000%

Total before tax

\$5.75

Tax		\$0.00
Amount due		\$5.75

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

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,

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Interim Chief Financial Officer
College of DuPage
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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,

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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 # 0001229 Amazon Invoice 16M3-K9TD-MN4J

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

Mon, Apr 3, 2023 at 04:10 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

amazon invoice 16M3-K9TD-MN4J.pdf