

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 700245  
Invoice Date: 5/13/2023  
PO Number: B0000738  
Check Number: E0095981  
Check Amount: \$ 1,517.08  
Check Date: 06/28/2023  
Voucher Number: V0791377  
Document Type: AP Invoice

Document Below

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YBP Library Services

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Contoocook, NH 03229

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PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774  
1% Finance Charge per 30 days past duePlease refer to invoice number  
below when writing or remitting.INVOICE  
NUMBER 700245

550

PAGE 1

SOLD COLLEGE OF DUPAGE  
TO: SRC 2034 LIBRARY  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE  
TO: PRINT ACQ LIBRARY SRC 2034  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599

5/15/23 BO # 0000738

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER	CUSTOMER NUMBER		
5/13/23	net 30	6/12/23				E-BOOK ORDERS	1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
JSTOR /NR									
1	/NR	9780814763001			PS	150.19	.0%	150.19	150.19
UU	BEST OF TIMES, WORST OF TIMES: CONTEMPORARY								

1	* Service fee added, short or no discount	Original	16-05		Sub Total	150.19
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	Total US\$	150.19

**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)



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---

**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

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

---

**BO # 0000738 Yankee Book Peddler Invoice 700245**

---

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

Mon, May 15, 2023 at 01:40 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](mailto:millerl@cod.edu)

---

**1 attachment**

ybp invoice 700245.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 698939  
Invoice Date: 5/12/2023  
PO Number: B0000738  
Check Number: E0095981  
Check Amount: \$ 1,517.08  
Check Date: 06/28/2023  
Voucher Number: V0791378  
Document Type: AP Invoice

Document Below

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Contoocook, NH 03229

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PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774  
1% Finance Charge per 30 days past duePlease refer to invoice number  
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NUMBER

698939

550

PAGE 1

SOLD COLLEGE OF DUPAGE  
TO: SRC 2034 LIBRARY  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE  
TO: PRINT ACQ LIBRARY SRC 2034  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599

5/15/23 BO # 0000738

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
5/12/23	net 30	6/11/23				E-BOOK ORDERS		1256-50	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
PROQUEST EBOOK CENTRAL /NR									
1	/NR		9781616680459		PS	90.00	.0%	90.00	90.00
UA	CLASSIC SHORT STORIES; ED. BY ADAM L. GOWANS.						NON-RETURNABLE		

1	* Service fee added, short or no discount	Original	5-65		Sub Total	90.00
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	Total US\$	90.00

**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  
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**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
**Subject:** RE: Vendor Invoicing Procedures

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

---

**BO # 0000738 Yankee Book Peddler Invoice 698939**

---

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

Mon, May 15, 2023 at 01:44 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](mailto:millerl@cod.edu)

---

**1 attachment**

ybp invoice 698939.pdf



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 698938  
Invoice Date: 5/12/2023  
PO Number: B0000738  
Check Number: E0095981  
Check Amount: \$ 1,517.08  
Check Date: 06/28/2023  
Voucher Number: V0791379  
Document Type: AP Invoice

Document Below

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NUMBER

698938

550

PAGE 1

SOLD COLLEGE OF DUPAGE  
TO: SRC 2034 LIBRARY  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE  
TO: PRINT ACQ LIBRARY SRC 2034  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599

5/15/23 BO # 0000738

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
5/12/23	net 30	6/11/23				E-BOOK ORDERS		1256-50	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
TAYLOR AND FRANCIS /NR									
1 UU	/NR	GHEBREAB, 9781003285915				200.00	.0%	200.00	200.00
RESPONSIBLE FASHION BUSINESS IN PRACTICE:									

1	* Service fee added, short or no discount	Original	5-64	Sub Total	200.00
TOTQTY	from publisher	Freight Surcharge	.00 GST/Tax	Total US\$	200.00

**From:** [Brady, Scott](#)  
**To:** [McIntosh, Jennifer](#)  
**Cc:** [Hunnicut, Marianne](#); [Stock, Lisa](#)  
**Subject:** RE: Vendor Invoicing Procedures  
**Date:** Thursday, January 7, 2021 2:57:04 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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

---

**BO # 0000738 Yankee Book Peddler Invoice 698938**

---

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

Mon, May 15, 2023 at 01:44 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](mailto:millerl@cod.edu)

---

**1 attachment**

ybp invoice 698938.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 698937  
Invoice Date: 5/12/2023  
PO Number: B0000738  
Check Number: E0095981  
Check Amount: \$ 1,517.08  
Check Date: 06/28/2023  
Voucher Number: V0791380  
Document Type: AP Invoice

Document Below



**From:** [Brady, Scott](#)  
**To:** [McIntosh, Jennifer](#)  
**Cc:** [Hunnicut, Marianne](#); [Stock, Lisa](#)  
**Subject:** RE: Vendor Invoicing Procedures  
**Date:** Thursday, January 7, 2021 2:57:04 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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

---

**BO # 0000738 Yankee Book Peddler Invoice 698937**

---

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

Mon, May 15, 2023 at 01:45 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](mailto:millerl@cod.edu)

---

**1 attachment**

ybp invoice 698937.pdf



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 701610  
Invoice Date: 5/16/2023  
PO Number: B0000738  
Check Number: E0095981  
Check Amount: \$ 1,517.08  
Check Date: 06/28/2023  
Voucher Number: V0791382  
Document Type: AP Invoice

Document Below

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1% Finance Charge per 30 days past duePlease refer to invoice number  
below when writing or remitting.INVOICE  
NUMBER

701610

550

PAGE 1

SOLD COLLEGE OF DUPAGE

TO: LIBRARY SCR 2034

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425 FAWELL BOULEVARD

GLEN ELLYN, IL 60137 6599

SHIP COLLEGE OF DUPAGE

TO: LIBRARY SCR 2034

Attn: LARISA L. MILLER

PRINT ACQUISITIONS

425 FAWELL BOULEVARD

GLEN ELLYN, IL 60137-6599

5/31/23 BO # 0000738

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
5/16/23	net 30	6/15/23					RUSH DROPSHIP		1256-02	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1		HODA, SYE	1496398912		RC	415.99	.0%	415.99	415.99	
ROSEN'S BREAST PATHOLOGY.										

\* Service fee added, short or no discount Original  
from publisher

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1% Finance Charge per 30 days past due

701610

PAGE 2

SHIP COLLEGE OF DUPAGE  
TO: LIBRARY SCR 2034  
Attn: LARISA L. MILLER  
PRINT ACQUISITIONS  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599

1	* Service fee added,short or no discount	Original	27-23			Sub Total	415.99
TOTQTY	from publisher	Freight Surchage	.00	GST/Tax	.00	Total US\$	415.99

**From:** [Brady, Scott](#)  
**To:** [McIntosh, Jennifer](#)  
**Cc:** [Hunnicut, Marianne](#); [Stock, Lisa](#)  
**Subject:** RE: Vendor Invoicing Procedures  
**Date:** Thursday, January 7, 2021 2:57:04 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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

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**BO # 0000738 Yankee Book Peddler Invoice 701610**

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

Wed, May 31, 2023 at 03:05 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](mailto:millerl@cod.edu)

---

**1 attachment**

ybp invoice 701610.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 721845  
Invoice Date: 6/5/2023  
PO Number: B0000738  
Check Number: E0095981  
Check Amount: \$ 1,517.08  
Check Date: 06/28/2023  
Voucher Number: V0791389  
Document Type: AP Invoice

Document Below

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NUMBER

721845

PAGE 1

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TO: SRC 2034 LIBRARY  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE  
TO: PRINT ACQ LIBRARY SRC 2034  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599

6/8/23 BO # 0000738

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
6/05/23	net 30	7/05/23					STANDING ORDERS		1256-80	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1			KIZIOR, R 9780443116070			RM	40.99	11.0%	36.48	36.48
SAUNDERS NURSING DRUG HANDBOOK; 2024.										
Ser: SAUNDERS NURSING DRUG HANDBOOK. V. 2024										

1	* Service fee added, short or no discount	Original	189-59	Sub Total	36.48
TOTQTY	from publisher	Freight Surcharge	1.00 GST/Tax .00	Total US\$	37.48

**From:** [Brady, Scott](#)  
**To:** [McIntosh, Jennifer](#)  
**Cc:** [Hunnicut, Marianne](#); [Stock, Lisa](#)  
**Subject:** RE: Vendor Invoicing Procedures  
**Date:** Thursday, January 7, 2021 2:57:04 PM  
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**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>

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**BO # 0000738 Yankee Book Peddler Invoice 721845**

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

Thu, Jun 8, 2023 at 02:04 PM UTC

CC:

BCC:

**Larisa Miller**

Supervisor – Acquisitions

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**1 attachment**

ybp invoice 721845.pdf