

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1672162  
Vendor Name: Amazon Capital Services, Inc.  
Invoice Number: ICPC-VJ4K-DXNK  
Invoice Date: 9/21/2023  
PO Number: B0001585  
Check Number: 0318007  
Check Amount: \$ 1,898.56  
Check Date: 10/11/2023  
Voucher Number: V0801255  
Document Type: AP Invoice

Document Below

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

## Invoice summary

Payment due by November 05, 2023

Item subtotal before tax	\$ 848.96
Shipping & handling	\$ 6.71
Promos & discounts	\$ 0.00
Total before tax	\$ 855.67
Tax	\$ 0.00

**Amount due** \$ 855.67 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-Sep-2023**Purchased by** COD Acquisitions**PO #** 1585**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](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

## Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 The Law Firm Client Service Interview Playbook ASIN: 1639050264 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$73.89	\$73.89	0.000%
2 The Evolution of a Building Complex: Louis I. Kahn's Salk Institute for Biological Studies ASIN: 1911339354 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$38.01	\$38.01	0.000%

Description		Qty	Unit price	Item subtotal before tax	Tax
3	9 to 5 (Sexist, Egotistical, Lying Hypocritical Bigot Edition - Widescreen) ASIN: B000E6ESI0 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$5.99	\$5.99	0.000%
4	The Paralegal's Guide to Professional Responsibility, Fifth Edition ASIN: 1641054409 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$56.35	\$56.35	0.000%
5	The Lawyer's Guide to Office Automation: Tools and Strategies to Improve Your Firm and Your Life ASIN: 1639052305 Sold by: Anadorn LLC Order # 111-4987338-0889860	1	\$79.95	\$79.95	0.000%
6	License To Kill ASIN: B011MHCRNM Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$5.99	\$5.99	0.000%
7	MCAT Complete 7-Book Subject Review 2024-2025, Set Includes Books, Online Prep, 3 Practice Tests (Kaplan Test Prep) ASIN: 1506287069 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$197.99	\$197.99	0.000%
8	MCAT Prep Books 2022-2023: MCAT Exam Study Guide Secrets, Full-Length Practice Test, Step-by-Step Video Tutorials: [5th Edition] ASIN: 1516718690 Sold by: MOMETRIX MEDIA LLC Order # 111-4987338-0889860	1	\$71.49	\$71.49	0.000%
9	The Book Eaters ASIN: 1250810183 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$15.59	\$15.59	0.000%
10	Ugly's Electrical Safety and NFPA 70E, 2021 Edition ASIN: 1284226557 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$22.89	\$22.89	0.000%

	Description	Qty	Unit price	Item subtotal before tax	Tax
11	The Cannabis Encyclopedia: The Definitive Guide to Cultivation & Consumption of Medical Marijuana ASIN: 1878823345 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$40.87	\$40.87	0.000%
12	Biomedical Device Technology: Principles and Design ASIN: 039809392X Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$79.95	\$79.95	0.000%
13	Programming in C++ for Engineering and Science ASIN: 1439825343 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$97.55	\$97.55	0.000%
14	Foolproof: Why Misinformation Infects Our Minds and How to Build Immunity ASIN: 039388144X Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$16.89	\$16.89	0.000%
15	The Routledge Companion to Media and Human Rights (Routledge Media and Cultural Studies Companions) ASIN: 0367581221 Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$45.56	\$45.56	0.000%
16	Shipping & handling			\$6.71	0.000%
				Total before tax	\$855.67
				Tax	\$0.00
				<b>Amount due</b>	<b>\$855.67</b>

## FAQs

**How is tax calculated?**Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](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](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](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 # 0001585 Amazon Invoice 1CPC-VJ4K-DXNK**

---

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

Thu, Sep 21, 2023 at 01:17 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)

<https://library.cod.edu/>

---

**1 attachment**

amazon invoice 1CPC-VJ4K-DXNK.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1672162

Vendor Name: Amazon Capital Services, Inc.

Invoice Number: 16K4-3H1M-J47F

Invoice Date: 9/22/2023

PO Number: B0001585

Check Number: 0318007

Check Amount: \$ 1,898.56

Check Date: 10/11/2023

Voucher Number: V0802931

Document Type: AP Invoice

Document Below

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

## Invoice summary

Payment due by November 05, 2023

Item subtotal before tax	\$ 15.18
Shipping & handling	\$ 0.28
Promos & discounts	\$ 0.00
Total before tax	\$ 15.46
Tax	\$ 0.00
<b>Amount due</b>	<b>\$ 15.46 USD</b>

## 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-Sep-2023

Purchased by COD Acquisitions

PO # 1585

## 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](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

## Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 A History of Street Networks: from Grids to Sprawl and Beyond ASIN: 173434587X Sold by: Amazon.com Services LLC Order # 111-4987338-0889860	1	\$15.18	\$15.18	0.000%
2 Shipping & handling			\$0.28	0.000%

Total before tax \$15.46

Tax \$0.00

**Amount due \$15.46**

---

**FAQs**

**How is tax calculated?**

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](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](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](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 # 0001585 Amazon Invoice 16K4-3H1M-J47F**

---

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

Fri, Sep 22, 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](mailto:millerl@cod.edu)

<https://library.cod.edu/>

---

**1 attachment**

amazon invoice 16K4-3H1M-J47F.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1672162

Vendor Name: Amazon Capital Services, Inc.

Invoice Number: 1D11-H3V1-YHT6

Invoice Date: 9/24/2023

PO Number: B0001585

Check Number: 0318007

Check Amount: \$ 1,898.56

Check Date: 10/11/2023

Voucher Number: V0802932

Document Type: AP Invoice

Document Below



For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

## Invoice summary

Payment due by November 08, 2023

Item subtotal before tax	\$ 659.66
Shipping & handling	\$ 24.26
Promos & discounts	(\$ 24.26)
Total before tax	\$ 659.66
Tax	\$ 0.00
Amount due	\$ 659.66 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 19-Sep-2023

Purchased by COD Acquisitions

PO # 1585

## 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](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

## Invoice details

	Description	Qty	Unit price	Item subtotal before tax	Tax
1	It's The End Of The World But It's A Beautiful Day ASIN: B0C3W54N7K Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$11.49	\$11.49	0.000%
2	The Hobbit: 75th Anniversary Edition ASIN: 0618968636 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$20.80	\$20.80	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
3 Decoded ASIN: 1433165643 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$8.34	\$8.34	0.000%
4 Vexations (Phoenix Poets) ASIN: 0226826112 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$18.00	\$18.00	0.000%
5 Air (DVD) ASIN: B0C7F6W1KZ Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$17.96	\$17.96	0.000%
6 Moving Up without Losing Your Way: The Ethical Costs of Upward Mobility ASIN: 0691216932 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$18.95	\$18.95	0.000%
7 The Hidden Kingdom (Wings of Fire #3) (3) ASIN: 0545349206 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$10.76	\$10.76	0.000%
8 Things You May Find Hidden in My Ear: Poems from Gaza ASIN: 0872868605 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$11.99	\$11.99	0.000%
9 The Shining ASIN: 0385121679 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$22.99	\$22.99	0.000%
10 Forget Me Not ASIN: 166590237X Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$14.65	\$14.65	0.000%
11 Fugitive Pedagogy: Carter G. Woodson and the Art of Black Teaching ASIN: 0674983688 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$27.45	\$27.45	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
12 Things We Left Behind (Knockemout Series, 3) ASIN: 1728276128 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$13.44	\$13.44	0.000%
13 The Housemaid's Secret ASIN: 0349132615 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$11.69	\$11.69	0.000%
14 The Campus Color Line: College Presidents and the Struggle for Black Freedom ASIN: 0691206767 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$20.95	\$20.95	0.000%
15 How to Communicate: Poems ASIN: 132403534X Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$16.49	\$16.49	0.000%
16 After That Night: A Will Trent Thriller (Will Trent, 11) ASIN: 0063157780 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$21.97	\$21.97	0.000%
17 Arthur Miller: American Witness (Jewish Lives) ASIN: 0300234929 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$3.71	\$3.71	0.000%
18 The Bee Sting: A Novel ASIN: 0374600309 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$21.70	\$21.70	0.000%
19 The River Why ASIN: 031626122X Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$19.89	\$19.89	0.000%
20 Parachute Kids: A Graphic Novel ASIN: 1338832697 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$18.99	\$18.99	0.000%

	Description	Qty	Unit price	Item subtotal before tax	Tax
21	Wings of Fire: The Dragonet Prophecy: A Graphic Novel (Wings of Fire Graphic Novel #1) (1) (Wings of Fire Graphix) ASIN: 0545942160 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$15.15	\$15.15	0.000%
22	The River We Remember: A Novel ASIN: 198217921X Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$20.29	\$20.29	0.000%
23	Wifedom: Mrs. Orwell's Invisible Life ASIN: 0593320689 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$24.29	\$24.29	0.000%
24	The Fraud: A Novel ASIN: 0525558969 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$21.26	\$21.26	0.000%
25	Venomous Lumpsucker ASIN: 1641294124 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$16.99	\$16.99	0.000%
26	Ace of Spades ASIN: 1250800811 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$12.14	\$12.14	0.000%
27	One Long River of Song: Notes on Wonder ASIN: 0316492884 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$17.99	\$17.99	0.000%
28	Holly ASIN: 1668016133 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$17.99	\$17.99	0.000%
29	The Marriage Question: George Eliot's Double Life ASIN: 0374600457 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$21.14	\$21.14	0.000%

Description		Qty	Unit price	Item subtotal before tax	Tax
30	The Vaster Wilds: A Novel ASIN: 0593418395 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$22.41	\$22.41	0.000%
31	Just Try One Bite ASIN: 0593324145 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$12.36	\$12.36	0.000%
32	A First Time for Everything ASIN: 1626724156 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$17.79	\$17.79	0.000%
33	Punished for Dreaming: How School Reform Harms Black Children and How We Heal ASIN: 1250280389 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$18.68	\$18.68	0.000%
34	Twilight ASIN: 0316160172 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$15.48	\$15.48	0.000%
35	The Girl in the Eagle's Talons: A Lisbeth Salander Novel (The Girl with the Dragon Tattoo Series) ASIN: 059353669X Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$17.49	\$17.49	0.000%
36	Amazing Grace Adams: A Novel ASIN: 1250857015 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$16.99	\$16.99	0.000%
37	Simon Sort of Says ASIN: 1368082858 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$12.99	\$12.99	0.000%
38	Indivisible ASIN: 0759556059 Sold by: Amazon.com Services LLC Order # 111-5427344-6483450	1	\$11.53	\$11.53	0.000%

Description		Qty	Unit price	Item subtotal before tax	Tax
39	When We Were Birds: A Novel	1	\$14.49	\$14.49	0.000%
ASIN: 0593313615 Sold by: Amazon.com Services LLC					
Order # 111-5427344-6483450					
40	Shipping & handling			\$24.26	0.000%
41	Promotions & discounts			(\$24.26)	0.000%
Total before tax					\$659.66
Tax					\$0.00
Amount due					\$659.66

FAQs

How is tax calculated?

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](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](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](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 # 0001585 Amazon Invoice 1D11-H3V1-YHT6**

---

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

Mon, Sep 25, 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](mailto:millerl@cod.edu)

<https://library.cod.edu/>

---

**1 attachment**

amazon invoice 1D11-H3V1-YHT6.pdf



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1672162

Vendor Name: Amazon Capital Services, Inc.

Invoice Number: 1JNY-93KH-47DJ

Invoice Date: 9/25/2023

PO Number: B0001585

Check Number: 0318007

Check Amount: \$ 1,898.56

Check Date: 10/11/2023

Voucher Number: V0803127

Document Type: AP Invoice

Document Below

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

## Invoice summary

Payment due by November 09, 2023

Item subtotal before tax	\$ 367.77
Shipping & handling	\$ 20.04
Promos & discounts	(\$ 20.04)
Total before tax	\$ 367.77
Tax	\$ 0.00
Amount due	\$ 367.77 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 25-Sep-2023

Purchased by COD Acquisitions

PO # 1585

## 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](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

## Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 The Great Upheaval: Higher Education's Past, Present, and Uncertain Future ASIN: 1421442574 Sold by: Amazon.com Services LLC Order # 113-9261158-0711459	23	\$15.99	\$367.77	0.000%
2 Shipping & handling			\$20.04	0.000%
3 Promotions & discounts			(\$20.04)	0.000%

Total before tax \$367.77

Tax \$0.00

Amount due \$367.77

**FAQs****How is tax calculated?**

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](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](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](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 # 0001585 Amazon Invoice 1JNY-93KH-47DJ**

---

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

Tue, Sep 26, 2023 at 01:32 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)

<https://library.cod.edu/>

---

**1 attachment**

amazon invoice 1JNY-93KH-47DJ.pdf