

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085401
Vendor Name: Grey House Publ.
Invoice Number: 189303
Invoice Date: 8/22/2024
PO Number: B0002309
Check Number: 0328475
Check Amount: \$ 772.29
Check Date: 09/04/2024
Voucher Number: V0845298
Document Type: AP Invoice

Document Below

SALEM PRESS

Published & Distributed by GREY HOUSE PUBLISHING

8/29/24 BO # 2309

ORIGINAL INVOICE
INVOICE NO. 189303

INVOICE NO. 189303

Date Shipped: 8-22-2024

INVOICE TO:

College of DuPage Library
Larisa Miller, Acquisitions Supervisor
425 Fawell Blvd
SRC 2034
Glen Ellyn IL 60137-6708

SHIP TO:

CUSTOMER ACCOUNT NO.	SALESMAN	CUSTOMER ORDER NO.	TERMS	SHIP DATE
CIL544	S-26	2309REF	30 DAYS	8-22-2024
QUANTITY	DESCRIPTION & ISBN	UNIT COST	EXTENSION	
1	Principles of Cybersecurity 9781637007501	165.00	156.75	
1	Principles of Probability & Statistics 9781637007525	165.00	156.75	

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Less Discount:	.00
Shipping & Handling:	12.54
Sales Tax:	.00
Invoice Total:	326.04
Amount Received:	.00
TOTAL DUE:	326.04

Please return with an invoice copy or list [Inv# 189303](#) on your remittance.

Remittance Address: Salem Press, PO Box 56, Amenia NY 12501-0056

Tax ID# 13-3044945

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~~Grey House Publishing~~
~~Grey House~~ 4919 Route 22, PO Box 56, Amenia, NY 12501-0056
~~Publishing~~ (800) 562-2139 FAX: (518) 789-0556
~~www.greyhouse.com books@greyhouse.com~~

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

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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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>

Grey House Publishing Invoice 189303

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

Thu, Aug 29, 2024 at 02:05 PM UTC

CC:

BCC:

BO # 2309 Grey House Publishing Invoice 189303

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

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

1 attachment

grey house publishing invoice 189303.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085401
Vendor Name: Grey House Publ.
Invoice Number: 986574
Invoice Date: 8/23/2024
PO Number: B0002309
Check Number: 0328475
Check Amount: \$ 772.29
Check Date: 09/04/2024
Voucher Number: V0845299
Document Type: AP Invoice

Document Below

8/29/24 BO # 2309



Invoice No: 986574

PO Box 56 4919 Route 22
 Amenia, NY 12501
 (518)789-8700 Fax: (845)373-6370
 Federal Tax ID# 13-3044945

Bill To:	Ship To (if different):
College of DuPage 425 Fawell Blvd Library-SRC #2034 Glen Ellyn IL 60137	
Ms Larisa Miller Acquisitions Librarian	

Order Date	Invoice #:	PO Number	Salesperson	Terms	Shipped Via	Ship Date
8/20/2024	986574	FIRM ORDER	Nancy E. Loughlin	30 DAYS	UPS	8/23/2024

Description	Quantity	Price	Amount
Attention Disorders Handbook & Resource Guide 9798891790636	1	\$ 165.00	\$ 165.00
Opinions Throughout History: Domestic Terrorism 9781637008294	1	\$ 195.00	\$ 195.00
The Environmental Debate, Fourth Edition 9781637005583	1	\$ 165.00	\$ 165.00

Returns Dept: (518) 789-8700

WAREHOUSE & RETURNS ADDRESS

MAPLE PRESS

ATTN: GREY HOUSE RETURNS

1000 STRICKLER ROAD

MOUNT JOY PA 17552

Less Discount	\$ 78.75
Sales Tax	\$.00
Subtotal	\$ 446.25
Shipping/Handling	\$.00
Amount Received	\$.00
Total Due (USD)	446.25

Check here () to make this a **STANDING ORDER** and fax to (518) 789-0556.

To ensure proper credit to your account, please detach and return this stub with your payment.

Invoice: 986574

Bill to Name: College of DuPage

Tel: 630-942-2106-LIBR

Total Due: \$ 446.25☐ MAKE CHECK PAYABLE TO GREY HOUSE PUBLISHING

Please write your invoice number on the check

Send Payment to:

Grey House Publishing

4919 Route 22, PO Box 56, Amenia, NY 12501-0056



Please note Remittance Address

☐ MASTERCARD☐ VISA☐ AMEX

Card Number:

Exp. Date

Security Code

Cardholder's Name

Billing Address

Authorized Signature

Date

Would you like an emailed charge receipt?: _____



Grey House Publishing

www.greyhouse.com

Please find a copy of our W-9 at www.greyhouse.com/w9.pdf

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Supervisor – Acquisitions

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