

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1085401  
Vendor Name: Grey House Publ.  
Invoice Number: 189198  
Invoice Date: 9/3/2024  
PO Number: B0002309  
Check Number: 0328583  
Check Amount: \$ 171.60  
Check Date: 09/10/2024  
Voucher Number: V0845983  
Document Type: AP Invoice

Document Below

9/3/24 BO # 2309

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**2024**

Date Shipped: 8-23-

**INVOICE TO:**

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

**SHIP TO:**

CUSTOMER ACCOUNT NO.	SALESMAN	CUSTOMER ORDER NO.	TERMS	SHIP DATE
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**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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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**  
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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

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 # 2309 Grey House Publishing Invoice 189198**

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

Tue, Sep 3, 2024 at 01:40 PM UTC

CC:

BCC:

**Larisa Miller**

Supervisor – Acquisitions

College of DuPage Library

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Glen Ellyn, IL 60137

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630.942-4646 (f)

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

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**1 attachment**

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