

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087116  
Vendor Name: LOEX  
Invoice Number: INV-25-093  
Invoice Date: 12/4/2024  
PO Number:  
Check Number: 0333665  
Check Amount: \$ 113.00  
Check Date: 01/14/2025  
Voucher Number: V0865097  
Document Type: AP Invoice

Document Below

# LOEX

32 N WASHINGTON ST, STE 5, YPSILANTI, MI 48197  
(734)340-2653 (734)561-4527 FAX  
[contact@loex.org](mailto:contact@loex.org)

December 4, 2024

**To:**

Mary S Konkel - Library  
College of DuPage  
725 Fawell Blvd  
Glen Ellyn, IL 60137-6599

**Invoice:** INV-25-093  
**Tax ID:** 90-0971299

**GL account:** 01-20-15240-5309001

**Supplier:** LOEX #1087116 msk 12/19/2024

Year	Description of Services	Cost/Type (please select <u>one</u> )
2025	Institutional Membership to LOEX/ Subscription to <i>LOEX Quarterly</i>	<input checked="" type="checkbox"/> <b>\$113</b> (USD): Paper & electronic Quarterly <input type="checkbox"/> <b>\$98</b> (USD): Electronic-only Quarterly
<i>Both payment options include the same membership benefits; difference is with Quarterly</i>		

Please make checks payable to LOEX.

Credit card payments can be made: by phone (734.340.2653), by fax (734.561.4527) or online (<https://loex.org/pay2025mem.html>)

Mailing Address: **LOEX**  
**4007 Carpenter Rd #357**  
**Ypsilanti, MI 48197**

INV-25-093 [konkel@cod.edu](mailto:konkel@cod.edu)  
2025 Institutional Membership: **College of DuPage**

**Date:** \_\_\_\_\_ **Payment:** Credit Card (write pmt. Amount) \_\_\_\_\_ Check \_\_\_\_\_

VISA MC Card# \_\_\_\_\_ Expiration \_\_\_\_\_

Name on card \_\_\_\_\_

Billing ZIP Code \_\_\_\_\_

3-digit Security Code \_\_\_\_\_

Did you receive this invoice via regular mail? Would you **rather have it emailed**? If so, let [contact@loex.org](mailto:contact@loex.org) know what email address should be used for next year.

**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

**"Maday, Kari"** <madayk2239@cod.edu>

---

**Attached Image**

---

**"Maday, Kari"** <madayk2239@cod.edu>

Mon, Jan 6, 2025 at 03:19 PM UTC

CC:

BCC:

---

**1 attachment**

1112\_001.pdf