

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1085401  
Vendor Name: Grey House Publ.  
Invoice Number: 988629  
Invoice Date: 1/7/2025  
PO Number: B0002309  
Check Number: 0333972  
Check Amount: \$ 175.50  
Check Date: 01/28/2025  
Voucher Number: V0865865  
Document Type: AP Invoice

Document Below

1/22/25 BO # 2309



Invoice No: 988629

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
1/7/2025	988629	2309	Nancy E. Loughlin	30 DAYS	USPS	0/0/0

Description	Quantity	Price	Amount
Opinions Throughout History: LGBTQ+ Rights 9798891790728	1	\$ 195.00	\$ 195.00

Returns Dept: (518) 789-8700

**WAREHOUSE & RETURNS ADDRESS**

MAPLE PRESS  
ATTN: GREY HOUSE RETURNS  
1000 STRICKLER ROAD  
MOUNT JOY PA 17552

Less Discount	\$ 19.50
Sales Tax	\$ .00
Subtotal	\$ 175.50
Shipping/Handling	\$ .00
<b>Amount Received</b>	<b>\$ .00</b>
<b>Total Due (USD)</b>	<b>175.50</b>

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: 988629

Bill to Name: College of DuPage

Tel: 630-942-2106-LIBR

**Total Due: \$ 175.50**

☐ 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](http://www.greyhouse.com)

Please find a copy of our W-9 at [www.greyhouse.com/w9.pdf](http://www.greyhouse.com/w9.pdf)

**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**  
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

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 988629**

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

Wed, Jan 22, 2025 at 03:46 PM UTC

CC:

BCC:

BO # 2309 Grey House Publishing Invoice 988629

**Larisa Miller**

Supervisor – Acquisitions

College of DuPage Library

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664

[millerl@cod.edu](mailto:millerl@cod.edu)

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**1 attachment**

grey house publishing invoice 988629.pdf