

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 285415
Invoice Date: 1/10/2025
PO Number: B0002345
Check Number: E0105272
Check Amount: \$ 2,985.37
Check Date: 01/22/2025
Voucher Number: V0865465
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

GOBI Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

285415

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: ATTN: LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

1/13/25 BO # 2345

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
1/10/25	net 30	2/09/25					FIRM ORDER		1256-10	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1			9781718231887 BURT-NICH GV				42.00	19.0%	34.02	34.02
	CULTURAL EQUITY IN PHYSICAL EDUCATION: CASE									
1			BRIGGLE, 9781554815937 BURT-NICH QC				29.95	.0%	29.95	29.95
	FIELD GUIDE TO CLIMATE CHANGE: UNDERSTANDING T									
1			SCHWARTZ, 9781119820130 BURT-NICH GB				119.95	19.0%	97.16	97.16
	FUNDAMENTALS OF GROUND WATER.									
1			9781718214538 BURT-NICH GV				99.00	19.0%	80.19	80.19
	INTRODUCTION TO ADAPTIVE SPORT AND RECREATION;									
1			HATCH, LI 9781394299829 KF				29.99	19.0%	24.29	24.29
	PARALEGAL CAREER FOR DUMMIES.									
1			OBERMEIER 9781394296316 TR				29.99	19.0%	24.29	24.29
	PHOTOSHOP ELEMENTS 2025 FOR DUMMIES.									
1			SUPOVITZ, 9781394220564 BURT-NICH GV				88.95	19.0%	72.05	72.05
	SPORTS EVENT MANAGEMENT AND MARKETING PLAYBOOK									

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



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>
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>

BO # 2345 Yankee Book Peddler Invoice 285415

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

Mon, Jan 13, 2025 at 08:47 PM UTC

CC:

BCC:

BO # 2345 Yankee Book Peddler Invoice 285415

Larisa Miller

Supervisor – Acquisitions

College of DuPage Library

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664

millerl@cod.edu

1 attachment

ybp invoice 285415.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 282300
Invoice Date: 1/8/2025
PO Number: B0002345
Check Number: E0105272
Check Amount: \$ 2,985.37
Check Date: 01/22/2025
Voucher Number: V0865475
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

GOBI[®] Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

282300

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: ATTN: LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

1/13/25 BO # 2345

INVOICE DATE		TERMS		DUE DATE		CUSTOMER ORDER NUMBER				CUSTOMER NUMBER	
1/08/25		net 30		2/07/25		STANDING ORDERS				1256-80	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN			VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1				9780593470619			PS	19.00	11.0%	16.91	16.91
	BEST SHORT STORIES; 2024: THE O. HENRY PRIZE										
	Ser: BEST SHORT STORIES: THE O. HENRY PRIZE WINNERS. V. 2024										
1				KOON-MAGN 9781440879623			KF	75.00	11.0%	66.75	66.75
	US CRIMINAL JUSTICE SYSTEM: A REFERENCE HANDBO										
	Ser: CONTEMPORARY WORLD ISSUES.										
Standing orders are NONRETURNABLE.											
For questions about this invoice,											
please call Customer Service.											
*** **											
*** Container IDs in this shipment ***											
*** **											
*** 000005202140 ***											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											
*** **											

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



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>
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>

BO # 2345 Yankee Book Peddler Invoice 282300

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

Mon, Jan 13, 2025 at 08:47 PM UTC

CC:

BCC:

BO # 2345 Yankee Book Peddler Invoice 282300

Larisa Miller

Supervisor – Acquisitions

College of DuPage Library

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664

millerl@cod.edu

1 attachment

ybp invoice 282300.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 282065
Invoice Date: 1/8/2025
PO Number: B0002345
Check Number: E0105272
Check Amount: \$ 2,985.37
Check Date: 01/22/2025
Voucher Number: V0865479
Document Type: AP Invoice

Document Below

Contoocook, NH 03229

A service of YBP, Inc. FEIN 02-0302143

PO Box 277991 Atlanta, GA 30384-7991 USA

PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past due

Please refer to invoice number
below when writing or remitting.

INVOICE
NUMBER

282065

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

SHIP COLLEGE OF DUPAGE
TO: ATTN: LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

PAGE 1

1/13/25 BO # 2345

[illegible]

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



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>
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>

BO # 2345 Yankee Book Peddler Invoice 282065

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

Mon, Jan 13, 2025 at 08:47 PM UTC

CC:

BCC:

BO # 2345 Yankee Book Peddler Invoice 282065

Larisa Miller

Supervisor – Acquisitions

College of DuPage Library

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664

millerl@cod.edu

1 attachment

ybp invoice 282065.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 278138
Invoice Date: 1/6/2025
PO Number: B0002345
Check Number: E0105272
Check Amount: \$ 2,985.37
Check Date: 01/22/2025
Voucher Number: V0865481
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

GOBI Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

278138

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: ATTN: LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

1/13/25 BO # 2345

INVOICE DATE		TERMS		DUE DATE						CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
1/06/25		net 30		2/05/25						FIRM ORDER		1256-10	
QUANTITY	PURCHASE ORDER #			AUTHOR	ISBN			VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1				STROUSE,	9780374615673			ND	32.00	19.0%	25.92	25.92	
				FAMILY ROMANCE: JOHN SINGER SARGENT AND THE									
1				COREY, JA	9780316525572			PS	30.00	19.0%	24.30	24.30	
				MERCY OF GODS.									

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



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>
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>

BO # 2345 Yankee Book Peddler Invoice 278138

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

Mon, Jan 13, 2025 at 08:46 PM UTC

CC:

BCC:

BO # 2345 Yankee Book Peddler Invoice 278138

Larisa Miller

Supervisor – Acquisitions

College of DuPage Library

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664

millerl@cod.edu

1 attachment

ybp invoice 278138.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 278349
Invoice Date: 1/6/2025
PO Number: B0002345
Check Number: E0105272
Check Amount: \$ 2,985.37
Check Date: 01/22/2025
Voucher Number: V0865483
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

GOBI Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

278349

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: ATTN: LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

1/13/25 BO # 2345

INVOICE DATE	TERMS	DUE DATE						CUSTOMER ORDER NUMBER			CUSTOMER NUMBER	
1/06/25	net 30	2/05/25						FIRM ORDER			1256-10	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN			VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1			BYERS, ST 9781032255590				GN	96.99	19.0%	78.56	78.56	
	INTRODUCTION TO FORENSIC ANTHROPOLOGY.											
1			STRUDWICK 9781119833574				RC	55.40	19.0%	44.87	44.87	
	PERSON-CENTRED CARE IN RADIOGRAPHY: SKILLS FOR											
1			GOODMAN. 9781642833263 BURT-NICH				QC	35.00	19.0%	28.35	28.35	
	THREAT MULTIPLIER: CLIMATE, MILITARY LEADERSHI											

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



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>
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>

BO # 2345 Yankee Book Peddler Invoice 278349

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

Mon, Jan 13, 2025 at 08:46 PM UTC

CC:

BCC:

BO # 2345 Yankee Book Peddler Invoice 278349

Larisa Miller

Supervisor – Acquisitions

College of DuPage Library

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664

millerl@cod.edu

1 attachment

ybp invoice 278349.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 292343
Invoice Date: 1/16/2025
PO Number: P0015410
Check Number: E0105272
Check Amount: \$ 2,985.37
Check Date: 01/22/2025
Voucher Number: V0865558
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

GOBI Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

292343

1070

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: ATTN: LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599**P0015410**

msk 1/16/2025

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER	CUSTOMER NUMBER	
1/16/25	net 60	3/17/25					TECH SERVICES	1256-90	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1						1600.00	.0%	1600.00	1600.00
GOBI GobiPlus Subscription from 2/4/2025 to 2/3/2026									

1	* Service fee added, short or no discount	Original	922-00			Sub Total	1,600.00
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$	1,600.00

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



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>
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

"Konkel, Mary" <konkel@cod.edu>

GobiPlus FY25 Renewal is ready for payment

"Konkel, Mary" <konkel@cod.edu>

Thu, Jan 16, 2025 at 04:04 PM UTC

CC:

BCC:

The attached invoice for GobiPlus FY25 Renewal is ready for payment and Authorization for Library to Submit invoices is attached.

Thank you,

MARY

=====

Mary S. Konkel

Professor

Head of Technical Services

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose / Dr. Seuss

1 attachment

GobiPlus FY25 Invoice and Authorization.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 292344
Invoice Date: 1/16/2025
PO Number: P0015410
Check Number: E0105272
Check Amount: \$ 2,985.37
Check Date: 01/22/2025
Voucher Number: V0865564
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

GOBI Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

PHONE: AR: +1 (205) 981-5111 Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

292344

1070

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
ATTN: LIBRARY
TO: 425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599**P0015410**

msk 1/16/2025

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER	CUSTOMER NUMBER	
1/16/25	net 60	3/17/25					TECH SERVICES	1256-90	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1						570.00	.0%	570.00	570.00
GOBI Reviews Subscription from 2/4/2025 to 2/3/2026									

1	* Service fee added, short or no discount	Original	922-00			Sub Total	570.00
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$	570.00

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



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>
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

"Konkel, Mary" <konkel@cod.edu>

Gobi Reviews FY25 Renewal is ready for payment

"Konkel, Mary" <konkel@cod.edu>

Thu, Jan 16, 2025 at 04:00 PM UTC

CC:

BCC:

The attached invoice for Gobi Reviews FY25 Renewal is ready for payment and Authorization for Library to Submit invoices is attached.

Thank you,

MARY

=====

Mary S. Konkel

Professor

Head of Technical Services

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

Voice: 630-942-2662

Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose / Dr. Seuss

1 attachment

Gobi Reviews FY25 Invoice and Authorization.pdf